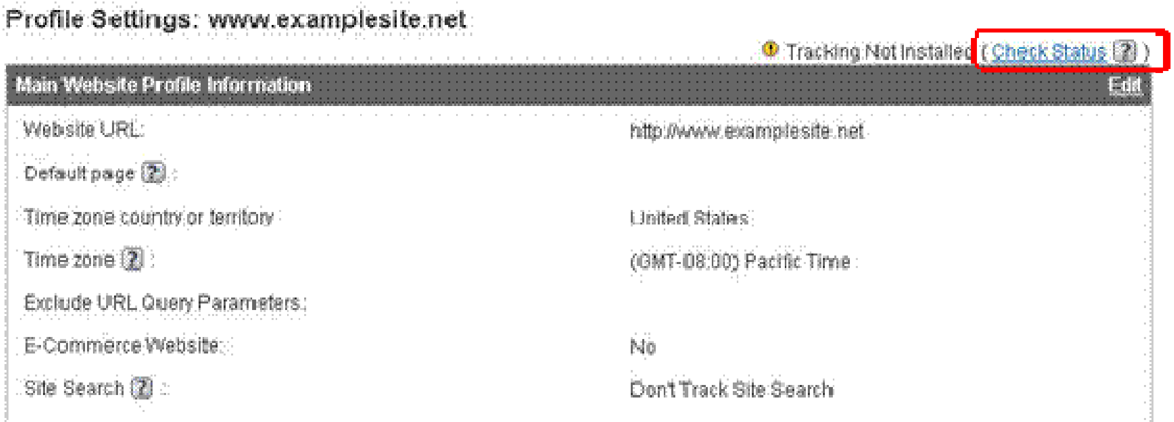
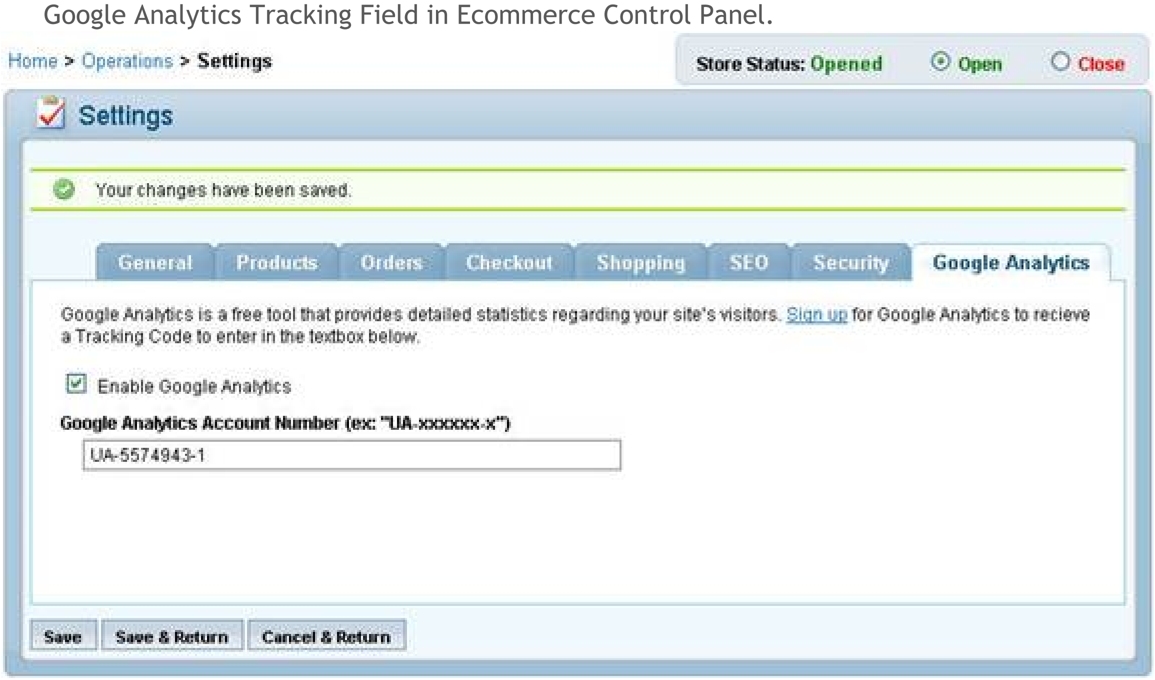


- In the Profile Settings page, click the **Check Status** link in the upper right section of the page. This will open the Tracking Status Information page.

- The Web Property ID is the Tracking Code you want. Copy this number and paste it into the Google Analytics Tracking Field in Ecommerce Control Panel.



- Once you are finished, click **Save** or **Save & Return**.

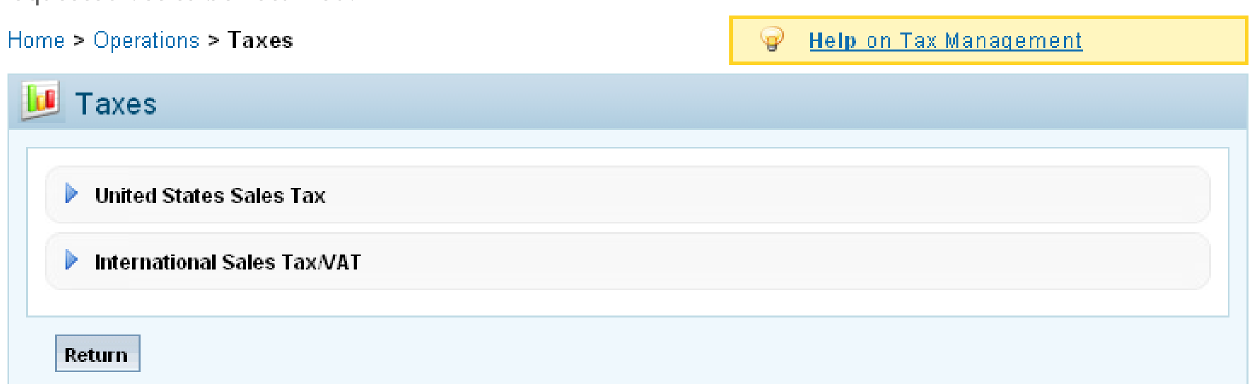
Tax Manager

Using the Tax Manager, you can select which states, counties and cities you need to collect tax, including the state(s) where you have a physical store location. You also have the ability to override the taxes provided by our 3rd party tax provider.
Note: Network Solutions is not responsible for the accuracy fo any tax rates. Please consult your tax advisor for advice on collecting tax from your customers.

Shipping & Handling Combined
Please note that if you have selected the option to combine shipping and handling on customer displays, the shipping and handling will be taxed together (depending on what the state, county and city taxes dictate).

Selecting your Tax collection areas

Use the Tax Manager to select and save those states in which you need to collect tax, including the state(s) where you have a physical location. Because the Taxes are retrieved from our 3rd party tax providers in real time, there is a slight delay when you select a state or county as the information is returned and your new list is populated. We suggest that you make a selection, then allow the requested list to be returned.



International Taxes
You can choose which countries or provinces you wish to collect taxes in. Because of the varying degrees of applicable tax rules particular to specific international jurisdictions, we are unable to offer any guidance regarding applicable taxes required, if any, for products purchased and/or shipped to third parties.

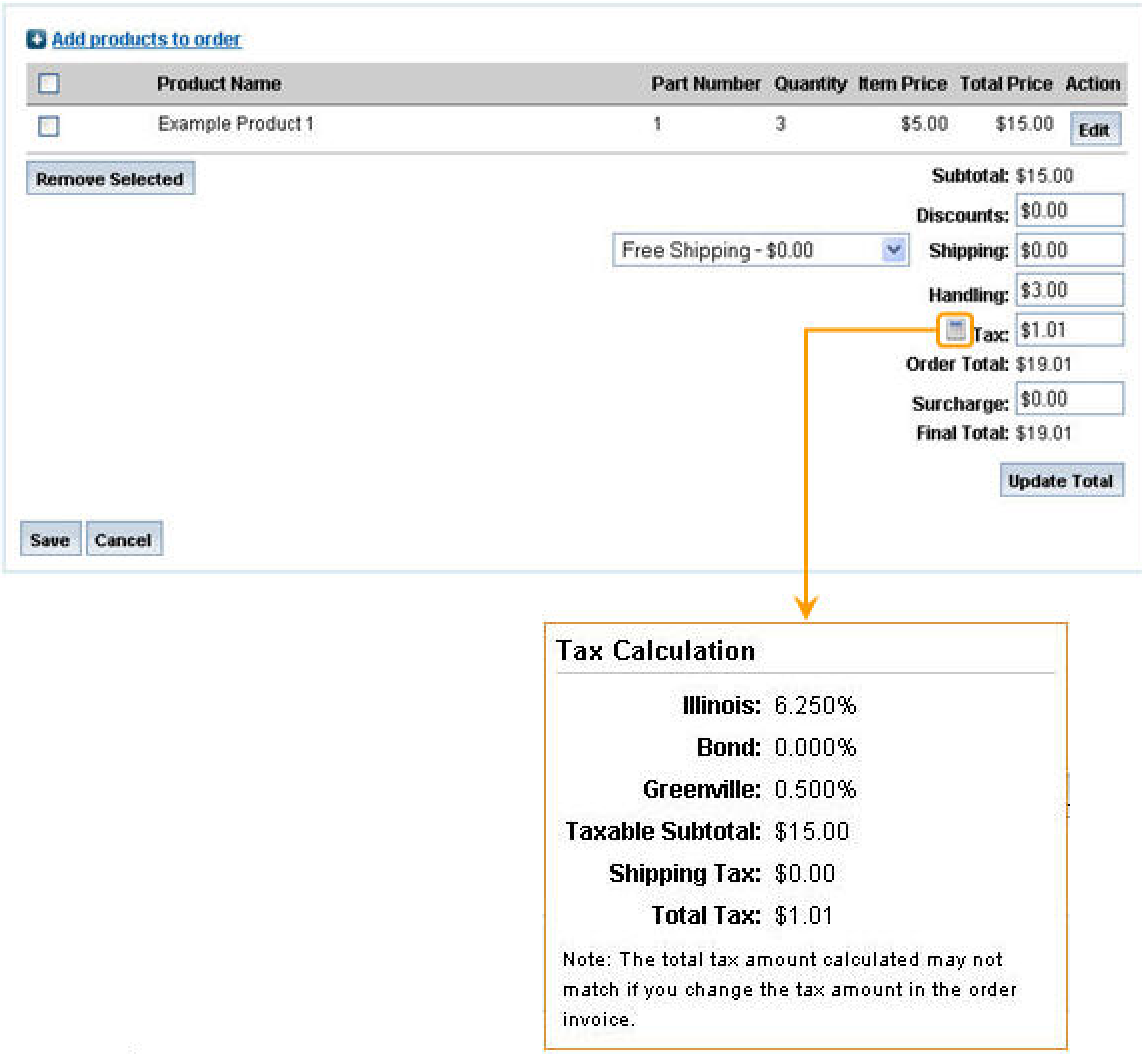
In the Example below, Illinois has been selected as a state for which taxes are charged. Once you select a state, the Override link appears, which allows you to override the default taxes provided for the state, county, or city in question.

To Select a State, County or City:
Clicking on the state checkbox will select (or de-select) every county (or city, if you are at the county level) in the list as well as expand (or collapse) that list. Clicking on the name of the state will simply expand (or collapse) the county list (or city list, if you are at the county level) for that state. You may then select which individual counties (or cities if at the county level) you wish to collect taxes in.

- [x] Illinois
  - [x] Adams
  - [x] Alexander
  - [x] Bond
  - [x] Boone
  - [x] Brown
  - [x] Bureau
  - [x] Calhoun
  - [x] Carroll
  - [x] Cass
  - [x] Champaign
  - [x] Christian
  - [x] Clark
  - [x] Clay
  - [x] Clinton
  - [x] Coles
  - [x] Cook
    - [x] Alsip
    - [x] Argo
    - [x] Arlington Heights
    - [x] Bartlett
    - [x] Bedford Park
    - [x] Bellwood
    - [x] Berkeley
    - [x] Berwyn
    - [x] Blue Island
    - [x] Bridgeview
    - [x] Broadview
    - [x] Brookfield
    - [x] Burbank
    - [x] Burnham
    - [x] Calumet City
    - [x] Calumet Park
    - [x] Chicago
    - [x] Chicago Heights
    - [x] Chicago Ridge

Because the tax information is retrieved in real time, your selections are saved as they happen.

Displaying Tax information
In the Order Detail section of the Order, there is a Tax button next to the tax total. Click this button to show the tax breakdown for the order.



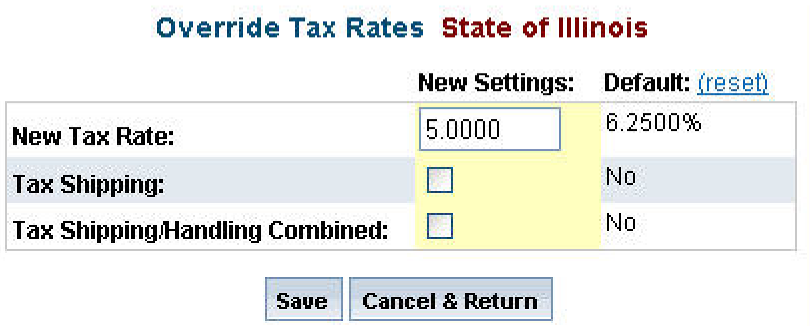
Overriding the default Tax Rate

You can override the default tax rates for any state, county, or city in which you collect taxes.

To Override Taxes

- Select the region (State, County, or City) desired by selecting the checkbox next to the region. Once the systems updates, you will see the Override link appear next to the selected region and any sub-regions it contains.

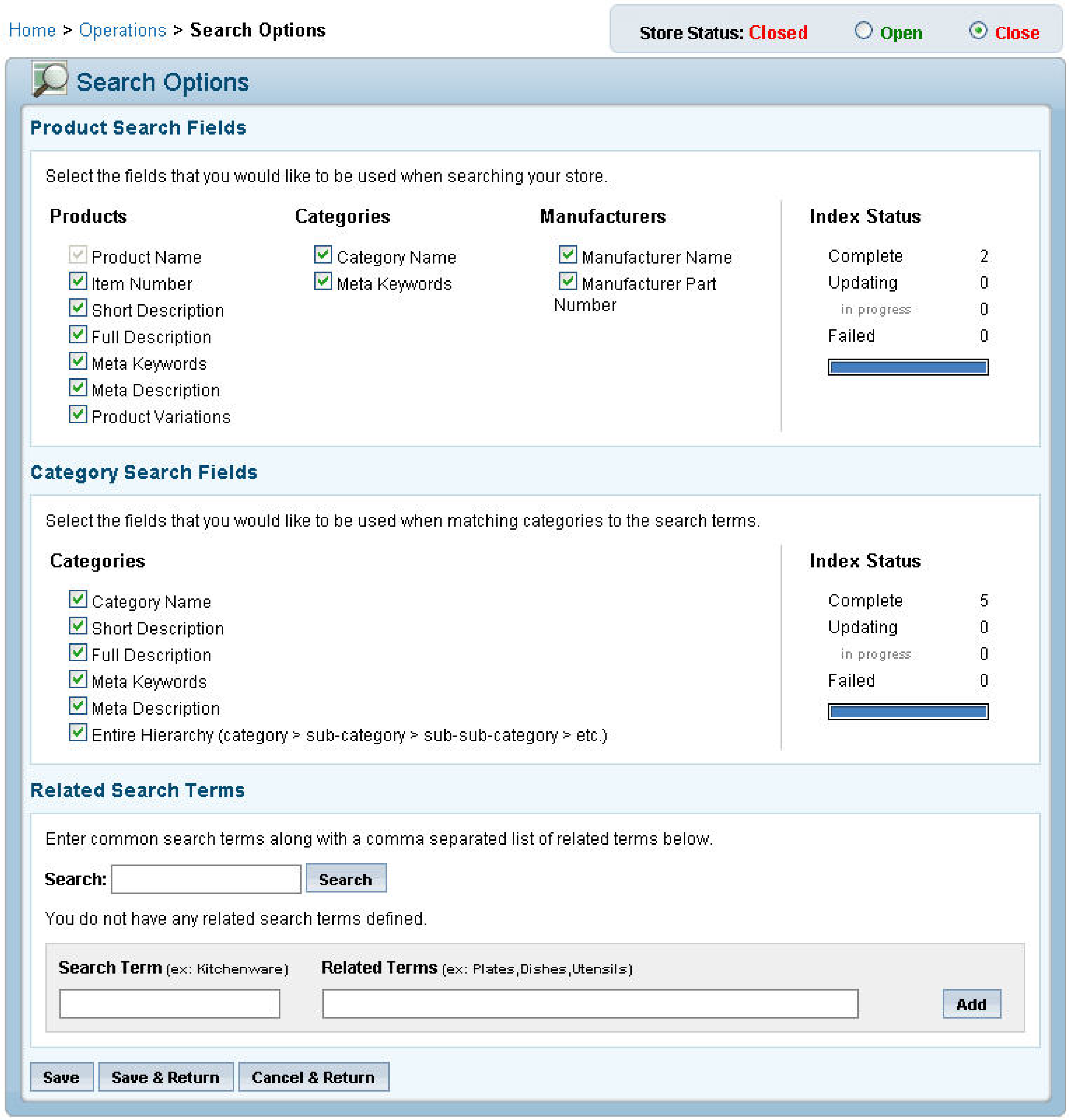
- Click the Override link. This will open the Tax Override Popup.



- In the Tax Override Popup you can set your new tax rate, elect to tax shipping, or tax shipping and handling combined. At any time you can reset your tax rates to the default rates for the region by clicking the reset link.
- Once you are satisfied with your tax rate changes, click the **Save** button to return to the Tax Manager.

Search Options

Search options allow you to help define a customer's searching and browsing experience in your store by selecting which fields will be used for search indexing. You can chose to de-select Product Search Fields, Category Search Fields, or enter your own Related Search Terms.



Related Search Terms

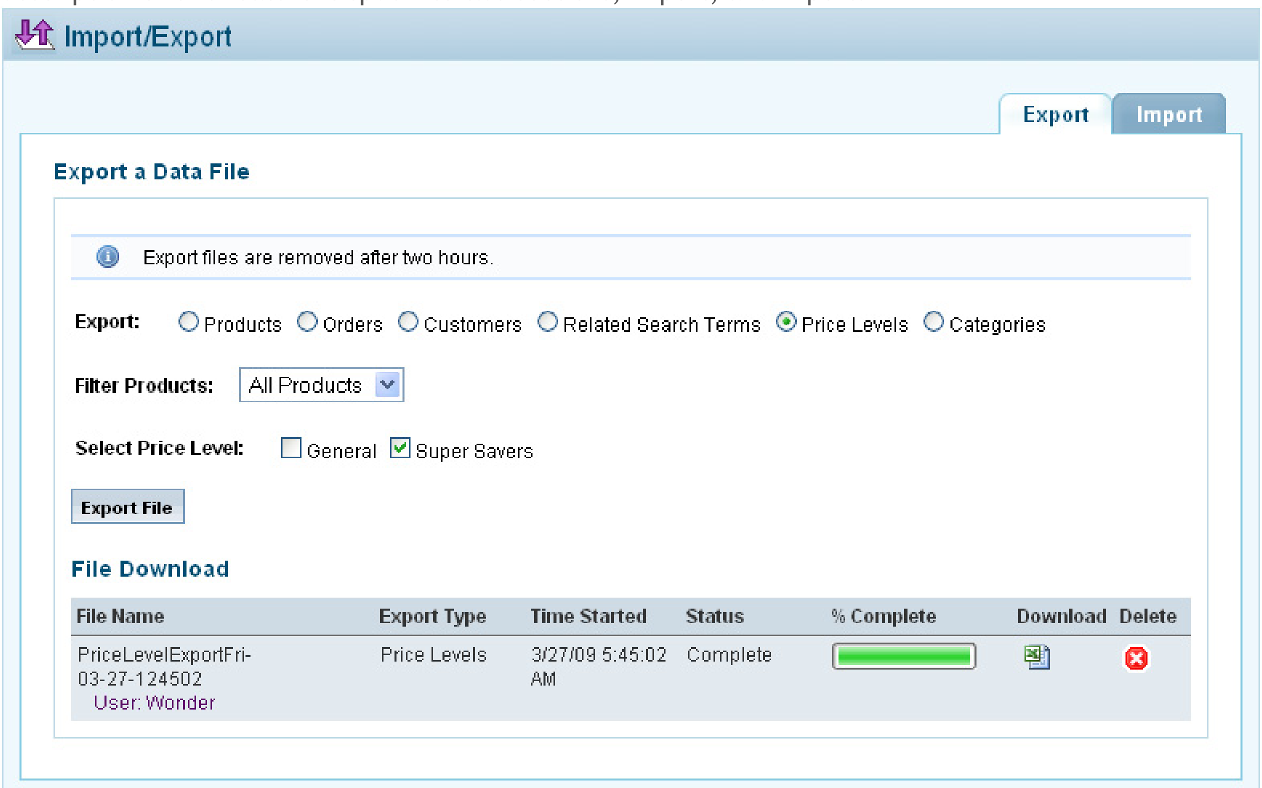
You can use related search terms to help point customers to certain items in your store by defining a search term and the related terms that will appear when the initial search term is entered. Simply enter your search term in the Search Term field, then enter your Related Terms in the Related Term field (separate the terms by comma). When finished, click **Add**.

Import/Export Related Search Terms (Premium Only)

Premium - Ecommerce users have the option to Import/Export Search Terms. Import/Export is discussed in detail here.

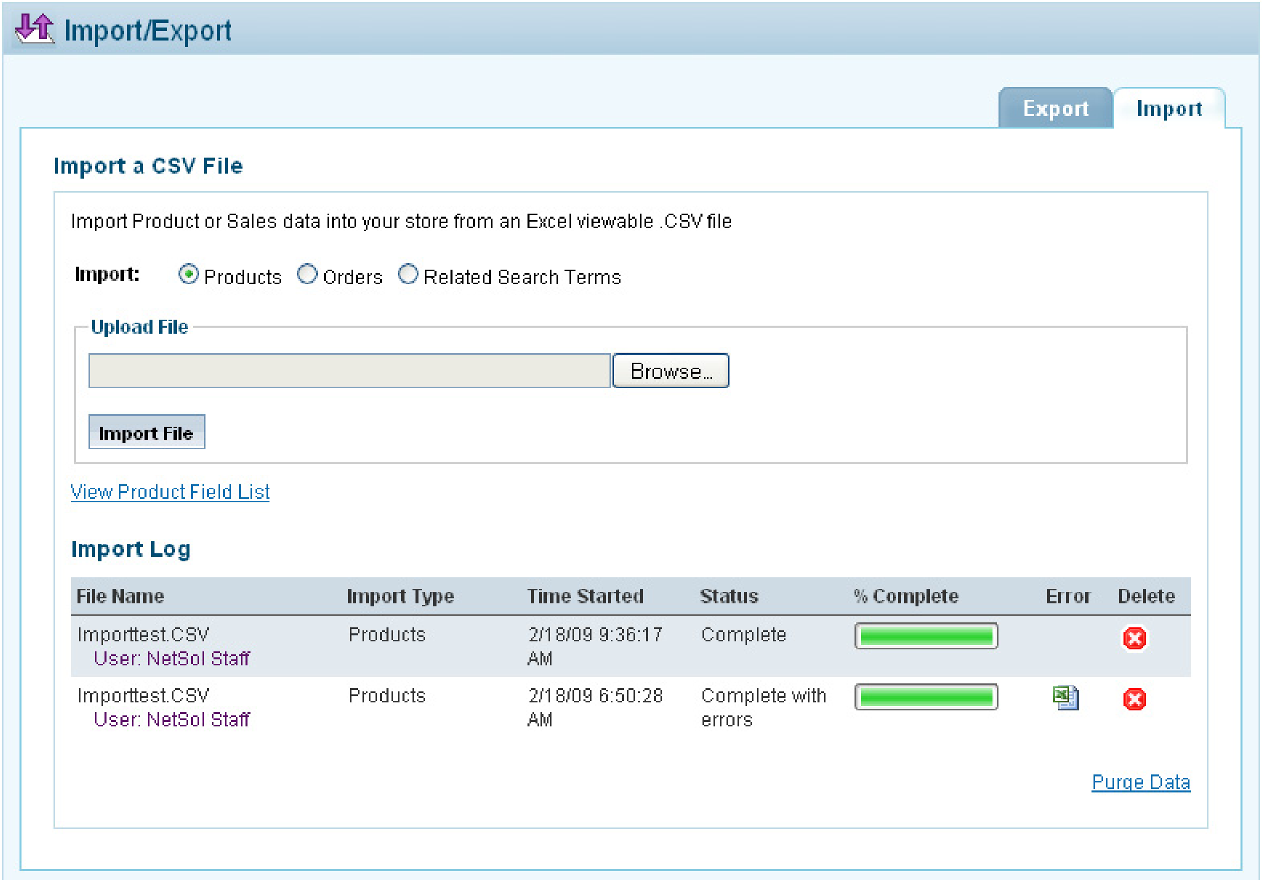
Import / Export (Premium Only)

The Premium ecommerce software has a built-in function which gives you the ability to edit your products or your orders offline and then import them into the MCP via comma separated values, or .csv file. (This file type can be created with most spreadsheet applications such as Microsoft Excel.) The description of this feature is split into two sections, Import, and Export.



Import

Using the Import function you can upload a CSV (Comma Separated Value) spreadsheet filled with your Products, Orders, or Related Search Terms.



Using the Import Function

The Import function can be used to upload both Products, Orders, and Related Search Terms to your storefront.

Products

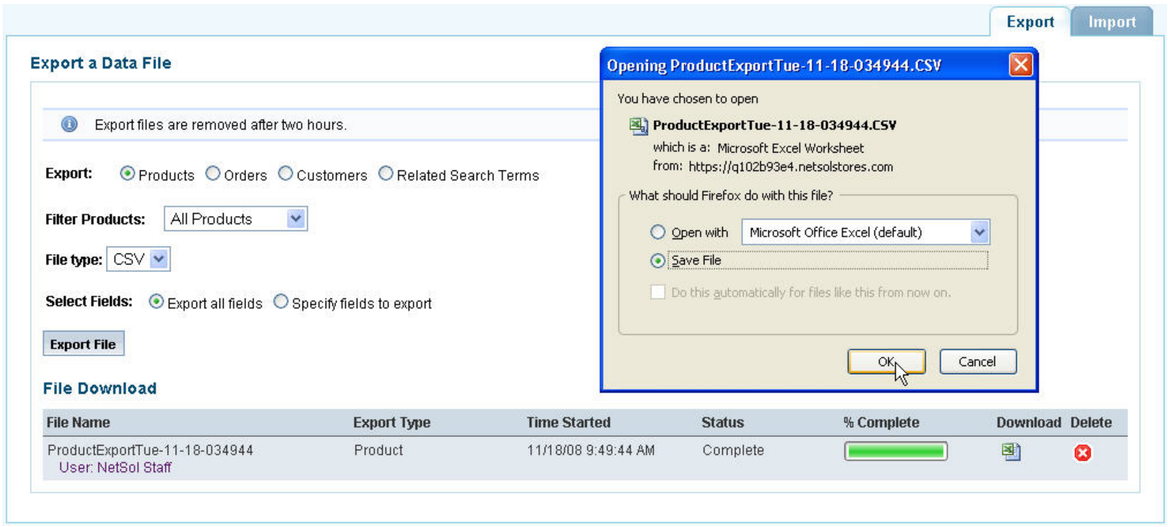
To import products (or orders) the very first time, we recommend you start with a blank CSV file so that you can send up the data that the system expects. This is especially important for product uploads as there are more than 30 fields, some of which are required, and some of which require very specific formatting for the storefront to accept them.

Click here for more information about the .csv file import/upload requirements

Export a blank CSV file for Products:

1. From the Home page of your Control Panel, select the Operations tab and click the link to Import/Export.
2. In the Export a CSV File section, click the radio button next to **Products.**
3. Click **Export File** to download.

4. When the pop-up displays, make sure you select **Save to Disk**. Then just click **OK**. *Also note where the downloaded file is being saved, so you know where to look for it*.



5. Open your blank spreadsheet from the saved location.

Updating current product data

If you already have products in your store you can also follow the steps above to download the most current product list and make bulk changes to the product information as needed. Information you can change using the CSV spreadsheet includes:

- Add/Remove assigned categories
- Add/Remove assigned warehouses
- Add/Remove product variations
- Update stock amount, prices, descriptions, etc.

There is only one field that you cannot change for a product, and that is its Product ID. This ID is assigned by the system, which uses it to identify the product in order to update the information about that product. If you change the ID, the system will not be able to identify the product, and the changes will not be uploaded. Consequently, you will get an error message.

Add Data To Your Spreadsheet

You are now ready to populate the spreadsheet in preparation for uploading. For products, there are more than 30 fields in which you can enter information on a product. The more information you include in the spreadsheet, the more complete the information will be on your storefront. However, not all of these fields are required for a successful upload. On this spreadsheet you will see all the fields listed with their formatting and other requirements. Information for the required fields is identified as bolded text.

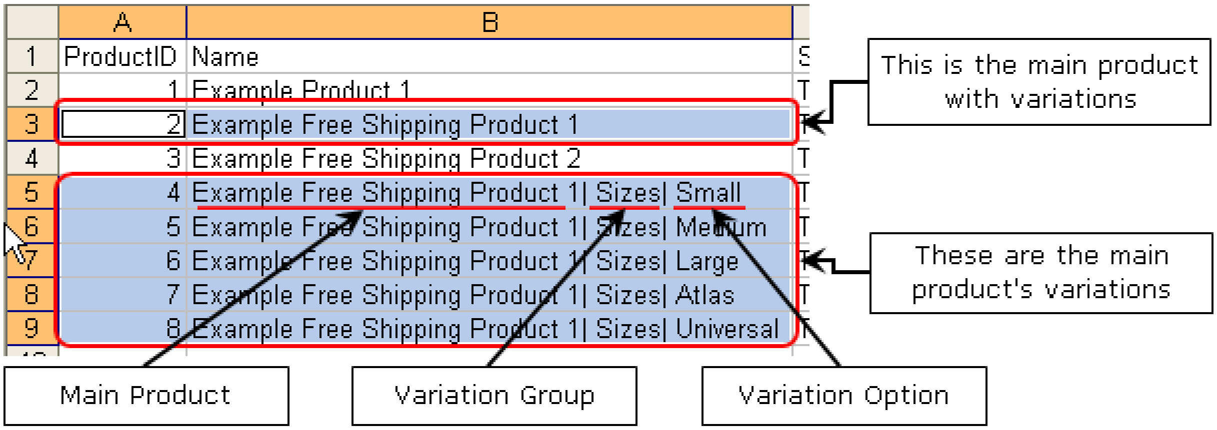
NOTE: Do not remove the entries in the DELETE column from the CSV. If there are too many blank entries, your spreadsheet program might delete the entire column upon import and will cause an error.

When you have uploaded your data to the storefront, you will see the following message at the top of the Import section: **The products import has completed**. The **Status** field will also show as Processing Complete. This means that your data was successfully uploaded with no problems or errors. Now you

can click on the link to **View Product List**, which will take you directly to the *Manage Products* page in the Control Panel where you can make any additional changes or updates as necessary.

Importing Variations

When added or editing variations in your CSV, not all of the fields available are used since many fields are controlled by the base product information itself. The Variations for a product are displayed in the CSV as shown below.



The variations for a product are listed with the product name first, the variation group second, and the variation option third. If you have more variation groups and variation options, these will be listed here as well.

The fields listed below are the fields that should be edited for variations:

- Name
- PartNumber (shown as Item No. on the Edit Variation page)
- QuantityInStock (shown under Stock Quantity on the Edit Variation Page)
- UnlimitedStock (shown under Stock Quantity on the Edit Variation Page)
- StoreCost
- CustomerPrice
- MSRP
- HandlingCost
- WeightMajor
- WeightMinor
- Length
- Width
- Height
- ManufacturerPartNumber
- Enable
- PreventPurchase
- Delete

Editing the other columns for a variation will not affect any of your variations because these columns are controlled by the base product for the variations.

Error Messages

The most typical errors that occur in a CSV file are leaving out required information on a product and not using the correct format for a particular field. When you are uploading many lines of data, it is easy to miss something.

If something is incorrect or missing on the spreadsheet, the information on that line will not fully import and an error message will display at the top of the **Import**, along with a link to document, located below the **Status** in the **Import** section, with additional information on where the error occurred. This means that the import finished, except for the lines that contained some sort of problem. You will need to find out what the problem was, fix it, and re-send the spreadsheet.

When you click on the **View Error Document** link, you will be opening a CSV file. Each line item in your spreadsheet that contained an error will be listed in this spreadsheet. To see exactly what the error was, scroll to the right until you see the field labeled "Errors" (currently column AG). This column will tell you what was incorrect that caused the upload to error out. To import these lines successfully you must fix the errors in your spreadsheet and then re-upload the spreadsheet.
If you are unsure of what you need to do fix your data, you can refer to the data table that displays any part of an import fails, which gives information on the type of data required in a field, as well as the format in which it must be submitted. (This is the same table that is included on page 3 in this document.)

When you re-upload, if all your errors have been corrected, your screen will display the "Import completed" message at the top of the screen.

Note:: *When importing products, if a product is not assigned to a category, a default category will be created for the product, which will then be associated with that category on the storefront.*

Orders

The product Import/Export feature allows you to maintain your basic order information in an Excel compatible .CVS file. There are six fields of data in an **Order** .csv file.

Updating Orders
To update order information simply modify the desired fields in the CSV file and Import it.

NOTE: The Order Status must follow the Order Status Flow. Changing the Order Status field to an invalid status will cause an error.

Customers

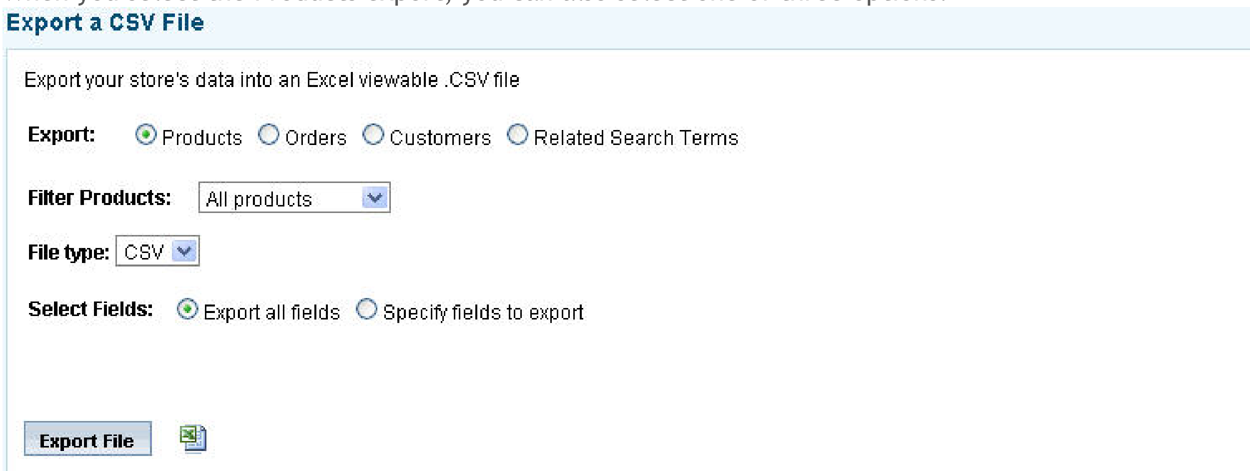
The Export Customers feature allow you to view your customer list in an Excel compatible CVS file. Basic customer, billing, and shipping information is included (more information below). We do not support importing customer information at this time.

Export

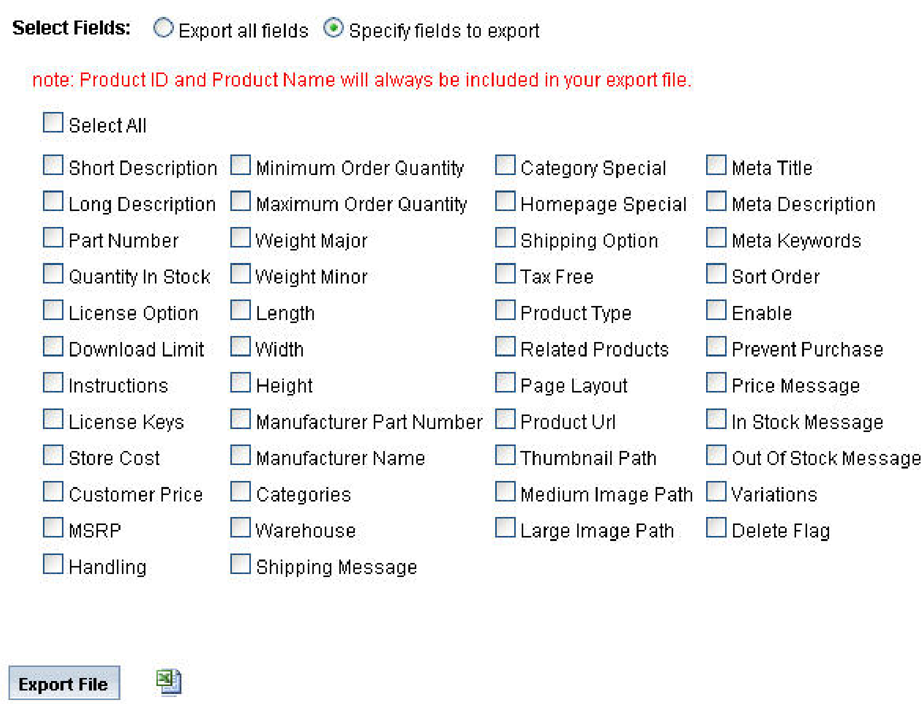
The Export function can be used to download products, orders, customers, and related search terms from your storefront. Depending on the type of export you choose, additional fields will appear to allow you to further refine your download options. You have the option of exporting your data in either CSV, XML, or Endicia formats.

Exporting a Product List

When you select the Products export, you can also select one of three options:

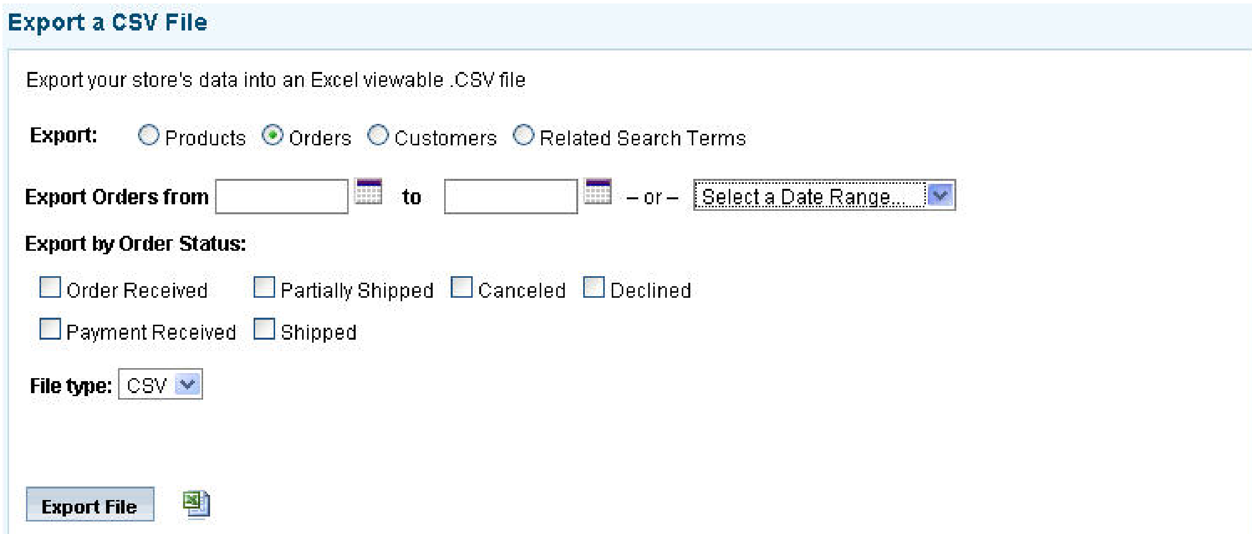


- **Filter Products:** Specify whether you wish to export All products or filter your products, either by Category or Manufacturer.
- **File Type:** You have the option of exporting in either a CSV or XM format. Simply select the desired file type from the drop-down list.
- **Selected Fields:** You can Export All fields or Specify the fields you wish to export.



Export an Order List (Including UPS Worldship and Endicia)

When you select the Orders export option, you can also specify one or more of the following options:

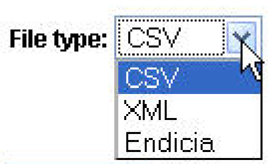


- **Export Orders from Date:** Specific date range (i.e. 05/18/08 to 05/24/08), or select range from a drop-down list (i.e. Previous week, Current month, , etc.)
- **Export by Order Status:** Select the desired Order Status you wish to export (you can select multiple statuses.
- **File Type:** You have the option of exporting either a CSV, XML, or an Endicia file. Simply select the desired file type from the drop-down list.

For more information on the CSV Order Export, click here.

Exporting Orders to UPS Worldship & Endicia

UPS Worldship
The UPS Worldship accepts a fixed CSV (Comma-separated values) file. At the Import/Export page (Operations > Import/Export) select Orders export, specify your date range and export order status, then choose the standard CSV file type.



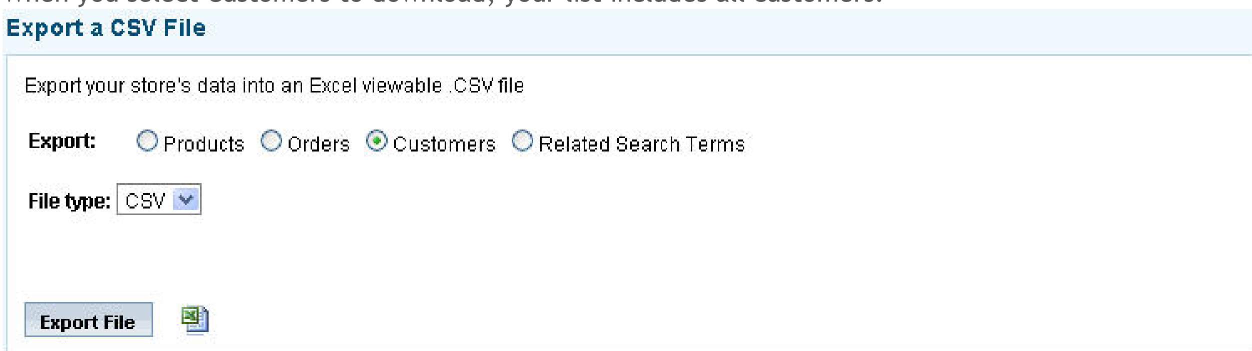
For more information on UPS Worldship, please click here.

Endicia
The Endicia shipping software accepts an XML (Extensible Markup Language) file for import. At the Import/Export page (Operations > Import/Export) select Orders export, specify your date range and export order status, then choose the Endicia file type.

For more information on Endicia shipping software, please click here.

Exporting a Customer List

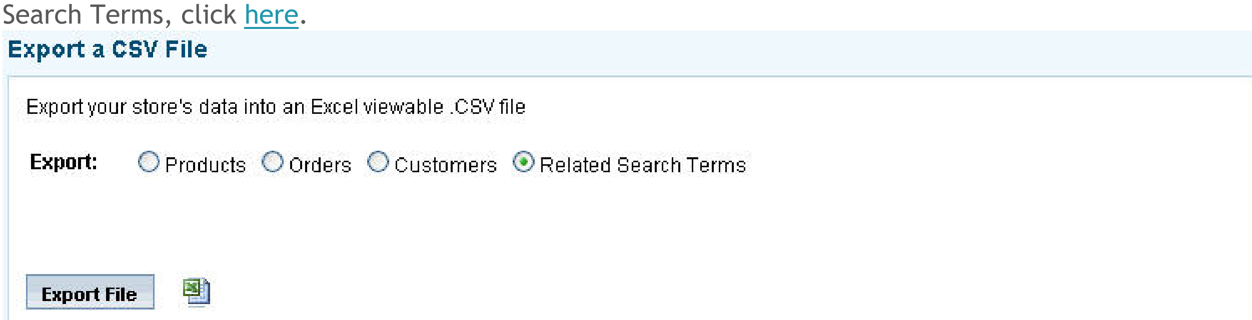
When you select Customers to download, your list includes all customers.



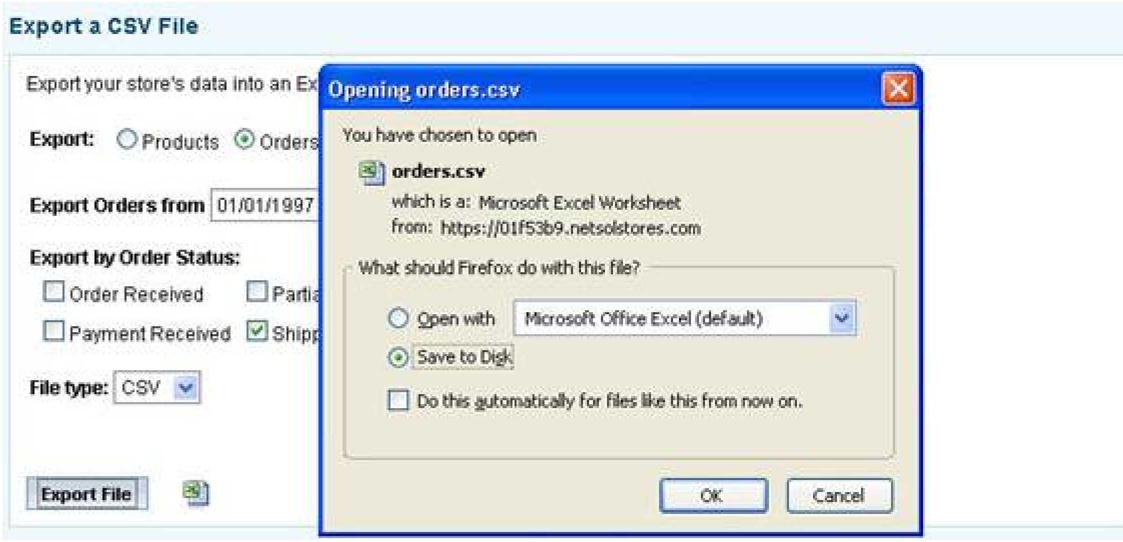
Note: To download a Customer mailing list, you will need to switch to the Sales tab and then select the Customer Groups link. You may then create a mailing list group and export it. For more information, please see the Customer Groups help page.

Export a Related Search Term List

You can export your Related Search Terms as either a CSV or XML file. For more information on Related Search Terms, click here.



When you have made all of the necessary selections, click the Export File button. A Windows pop-up will appear asking what to do with the file. Make your selections and click OK to complete the download.

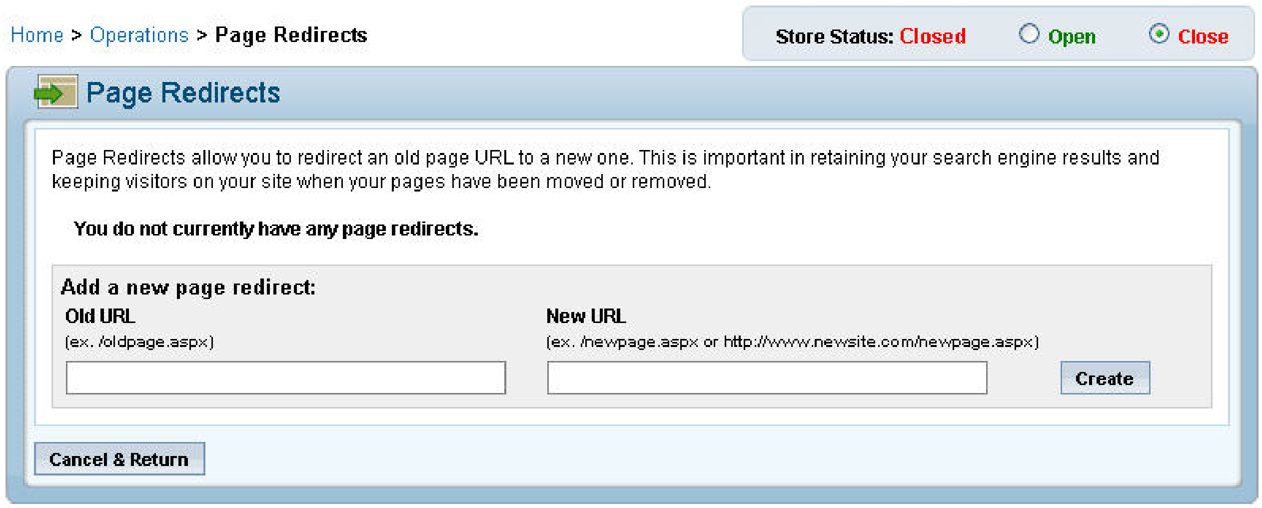

Export a CSV File
Export your store's data into an Ex
Export: Products Orders
Export Orders from 01/01/1997
Export by Order Status:
Order Received
Partia
Payment Received
Shipp
File type: CSV
Export File
Opening orders.csv
You have chosen to open
orders.csv
which is a: Microsoft Excel Worksheet
from: https://01f53b9.netsolstores.com
What should Firefox do with this file?
Open with
Microsoft Office Excel (default)
Save to Disk
Do this automatically for files like this from now on.
OK
Cancel

Page Redirects

You now have the option to redirect an old page URL to a new one. This will allow your customers to stay within your site even when your pages have been moved or removed.

To create a new Page Redirect:

- Enter the old page URL.
- Enter the new page URL.
- Click **Create**.



Migration Clients

While the Page Redirect feature will help you keep your customers going to the right pages as you transition from the 4x to 7x software, once your website is well indexed by the search engines, you will need to update any 4.x style links to the correct 7.x style to ensure that the search engine placement for your site does not suffer.

QuickBooks® Integration-Overview

What is the QuickBooks Integration?

The QuickBooks® Integration is a secure tool which allows you to transfer Order, Product, and Customer information between your Online Store and QuickBooks®. You will be able to download orders from your Online Store into QuickBooks, complete with all of the Products, Shipping and Billing information, and Customer details. You will also be able to upload Product and Inventory information to your store directly from QuickBooks eliminating tedious double entry work.

How much will the QuickBooks Integration cost me?

Absolutely nothing! The QuickBooks Integration comes included with the MonsterCommerce Standard ecommerce Shopping Cart Software and is compatible with most versions of QuickBooks for Windows 2005-2007 (*see the full list of supported versions here*).

What if I need help?

Remember, if you have any questions about the software that this guide does not answer, our Technical Support Representatives are available to help you 9am to 9PM Eastern, Monday through Friday at **(888) 252-ECOM**.
For help with QuickBooks you can visit their Support Center Online or you can contact support from one of the following numbers:

- **QuickBooks: Basic, Premium and Premier**: **1-888-320-7276**
  Mon. – Fri., 6 A.M. to 6 P.M., Pacific Time
- **QuickBooks: Enterprise Solutions**: **1-866-340-QBES (7237)**
  Mon.- Fri., 5 A.M. to 5 P.M., Pacific Time

QuickBooks® Account Settings

What settings can I control from my store?

From the Control Panel of your Online Store you have the option to select the specific accounts that the information you download from your store will update in QuickBooks®. You can also update your Online Store with the list of accounts that you are using, any new Products that you have added, and Product Inventory Quantities from within QuickBooks®.

Account Settings - Income

All Income Accounts can be found from the Chart of Accounts within your QuickBooks® Company File. The Income Accounts that are displayed within your Control Panel depend on the choices that you have made within QuickBooks®. Your first synchronization will pull your Chart of Accounts into the Control Panel and list all of your Income Accounts. Select the Income Account that would like to have the QuickBooks® Integration send Income (Order and Sales) information:

Account Settings - COGS

The Cost of Goods Sold Accounts (COGS) can be found from the Chart of Accounts within your QuickBooks® Company File. The COGS Accounts that are displayed within your Control Panel depend on the choices that you have made within QuickBooks®. Your first synchronization will pull your Chart of Accounts into the Control Panel and list all of your COGS Accounts. Select the COGS Account that would like to have the QuickBooks® Integration send cost of goods information:

Account Settings - Inventory Assets

The Inventory Asset Accounts can be found from the Chart of Accounts within your QuickBooks® Company File. The Inventory Asset Accounts that are displayed within your Control Panel depend on the choices that you have made within QuickBooks®. Your first synchronization will pull your Chart of Accounts into the Control Panel and list all of your Inventory Asset Accounts. Select the Inventory Asset Account that would like to have the QuickBooks® Integration send Inventory information:

Account Settings - Other settings

You will have the option to manage three other settings from your QuickBooks® Account Settings page in your Control Panel. You will be able to update the Chart of Accounts from QuickBooks®, pull in (upload) new Products that you have added to QuickBooks®, and pull in (upload) Inventory Quantities that you have modified in QuickBooks®.

- ***Pull in Chart of Accounts** from QuickBooks on the next sync*: When this option is selected your QuickBooks® Integration will update the Accounts listed in the drop-down menus for the Income, COGS, and Inventory Asset accounts on the Account Settings Page. If you have recently made changes to your Chart of Accounts it is recommended that you update your Account Settings.
- ***Pull in products** from QuickBooks on the next sync*: When this option is selected your QuickBooks® Integration will upload any products from QuickBooks® that have not already been entered into your Online Store. You can then use the "Import Products " link to select the Products that you wish to add to your store.
- ***Pull in inventory** from QuickBooks on the next sync*: When this option is selected your QuickBooks® Integration will update the Inventory Quantities for any products included in the orders that are currently being synchronized with the newly adjusted Inventory Amounts listed in QuickBooks®.

***NOTE on Additional Settings: You will see a set of three checkboxes listed under Additional settings. You cannot upload all three of these in one synchronization. When all three checkboxes are selected, the application will ignore the third checkbox (Pull in inventory), sot that inventory will not be uploaded until the next time you synchronize your storefront with QuickBooks. If you want to perform all three operations, we suggest that you click the checkboxes for **Pull Chart of Accounts** and **Pull in products** only. Then with a second synchronization, select the checkbox for **Pull in inventory** only.*

QuickBooks® Integration

Additional Information

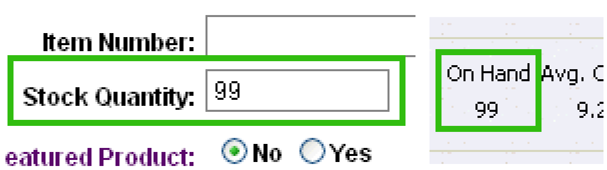
What fields will carry over when I upload products from QuickBooks?

When you create a new Item/Product in QuickBooks® there are five fields from the Item Editor that will carry over to the Product Editor in your Control Panel. These fields will determine the Product Name, Price, Quantity, and Descriptions for your Products that you choose to list in your Online Store.

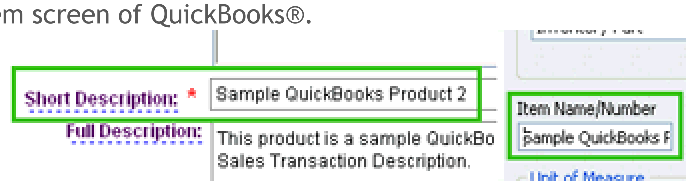
- ***Product Name - Item Name/Number***: The Product Name field in the Product Editor of your Control Panel will be determined by what you enter into the Item Name/Number field in the Edit Item screen of QuickBooks®.

- ***Price - Sales Price***: The Price field in the Product Editor of your Control Panel will be determined by the price you enter into the Sales Price field in the Edit Item screen of QuickBooks®.

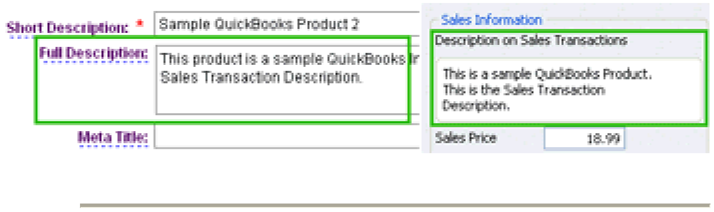
- ***Stock Quantity - On Hand***: The Stock Quantity field in the Product Editor of your Control Panel will be determined by the number of Product you enter into the On Hand field in the Edit Item screen of QuickBooks®



- ***Short Description - Item Name/Number***: The Short Description field in the Product Editor of your Control Panel will be determined by what you enter into the Item Name/Number field in the Edit Item screen of QuickBooks®.



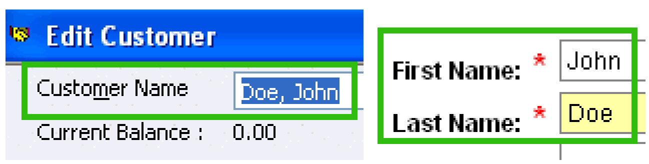
- ***Full Description - Description on Sales Transactions***: The Full Description field in the Product Editor of your Control Panel will be determined by what you enter into the Description on the Sales Transactions field in the Edit Item screen of QuickBooks®.



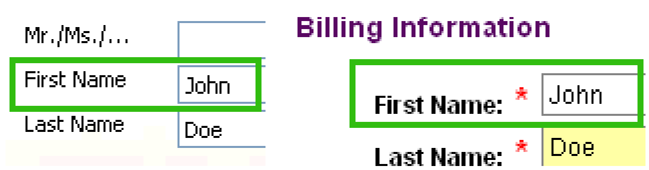
What fields will carry over when I download customers into QuickBooks?

When you download customer details from a new order into QuickBooks® there are nine fields from the Customer Manager in your Control Panel that will carry over to the Customer Center in QuickBooks®. These fields will determine the Customers Name (First & Last), Billing & Shipping Address, Company, Phone Numbers, and Email Address for any customers that have placed an order with your Online Store.

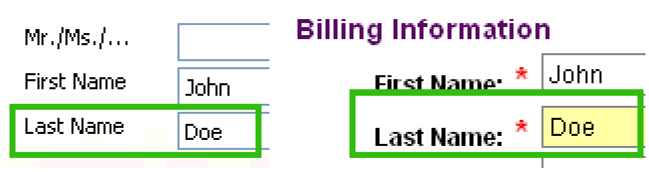
- ***Customer Name - Last Name + First Name***: The Customer Name field in the QuickBooks® Customer Center will be the Last Name followed by the First Name for that customer in the Customer Manager of your Control Panel. If this Customer Name already exists in QuickBooks® then the QuickBooks® Integration will add a random two digit number to the beginning of the name. For example, if the name Doe, John already exists then the Customer Name may be Doe, John 02.



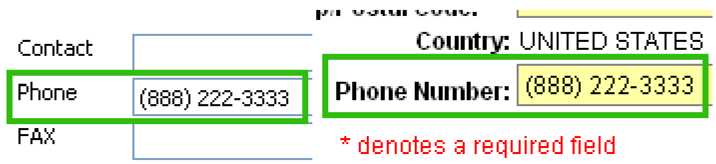
- ***First Name - First Name***: The First Name field in the QuickBooks® Customer Center will be determined by the First Name field for that customer in the Customer Manager of your Control Panel.



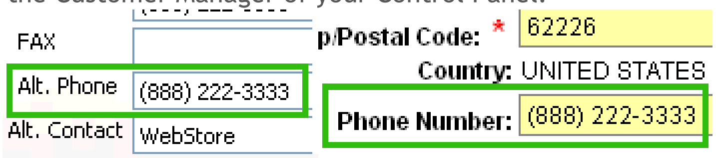
- ***Last Name - Last Name***: The Last Name field in the QuickBooks® Customer Center will be determined by the Last Name field for that customer in the Customer Manager of your Control Panel.



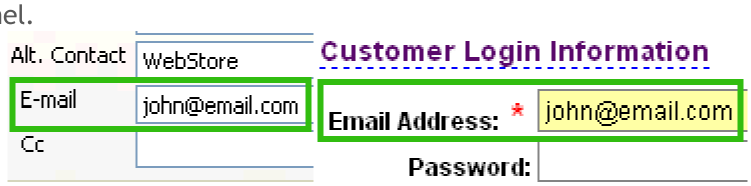
- ***Phone - (Billing Address) Phone Number***: The Phone field in the QuickBooks® Customer Center will be determined by the Billing Address Phone Number field for that customer in the Customer Manager of your Control Panel.



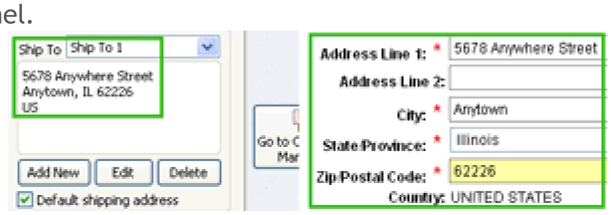
- ***Alt. Phone - (Shipping Address) Phone Number***: The Alt. Phone field in the QuickBooks® Customer Center will be determined by the Shipping Address Phone Number field for that customer in the Customer Manager of your Control Panel.



- ***E-mail - Email Address***: The E-mail field in the QuickBooks® Customer Center will be determined by the Email Address field for that customer in the Customer Manager of your Control Panel.



- ***Bill To - Billing Address***: The Bill To section in the QuickBooks® Customer Center will be determined by the Billing Address Section for that customer in the Customer Manager of your Control Panel.



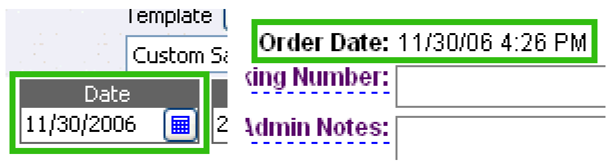
What fields will carry over when I download Orders into QuickBooks®?

When you download Completed Orders from your Online Store into QuickBooks® there are twelve fields from the Order Details in your Control Panel that will carry over to the Sales Receipts in the Customer Center in QuickBooks®. These fields will determine the Date of the Order, Shipping Information, Billing & Shipping Address, Customer Information, and Product Information for any orders that have been placed your Online Store and you have sent to QuickBooks®.

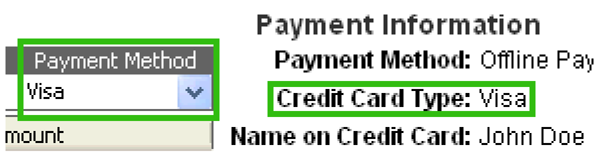
****Note**: QuickBooks offers you up to five additional fields that you can customize to suit your needs. For the synchronize process, you will need to make one of these fields available. When you start the synchronization, the storefront application looks for system-assigned product IDs in QuickBooks so that the product can be identified and updated. These IDs are stored in one of the customizable fields upon initial download. If you are currently using all five of your customizable fields, the storefront cannot add the product IDs in QuickBooks; therefore, when you try to sync, it will not be able to find the products to update them.

- ***Customer Job - Last Name + First Name***: The Customer Job field in the QuickBooks® Sales Receipt will be the Last Name followed by the First Name from the Customer Information section of the Order Details of the Control Panel.

- ***Date - Order Date***: The Date field in the QuickBooks® Sales Receipt will be determined by the Order Date from the Order Details of the Control Panel.

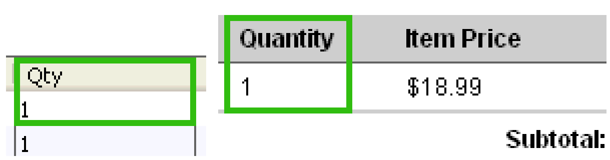


- ***Payment Method - Credit Card Type or PayPal***: The Payment Method field in the QuickBooks® Sales Receipt will be determined by the form of payment that was used on the Order, usually this will be a Credit Card Type such as Visa, MasterCard, or American Express.



- ***Ship via - Shipping Carrier***: The Ship via field in the QuickBooks® Sales Receipt will be determined by the Shipping Carrier that was selected on the order from the Shipping Method section of the Order Details.

- ***Sold To - Billing Address***: The Sold To section in the QuickBooks® Sales Receipt will be determined by the Billing Address section of the Order Details from the Control Panel.
- ***Tax***: Taxable items within QuickBooks® will have the tax on each item displayed on a per line item view. The total tax for the order will also be displayed at the bottom of the Sales Receipt within QuickBooks® from the Order Details within your Control Panel.
- ***Ship To - Shipping Address***: The Ship To section in the QuickBooks® Sales Receipt will be determined by the Shipping Address section of the Order Details from the Control Panel.
- ***Qty - Quantity***: The Qty line item for each Product within the QuickBooks® Sales Receipt will be determined by Quantity line item for each Product from the Order Details in the Control Panel.



- ***Rate - Item Price***: The Rate field within the QuickBooks® Sales Receipt is the individual price per each Product and will be determined by the Item Price from the Order Details in the Control Panel.

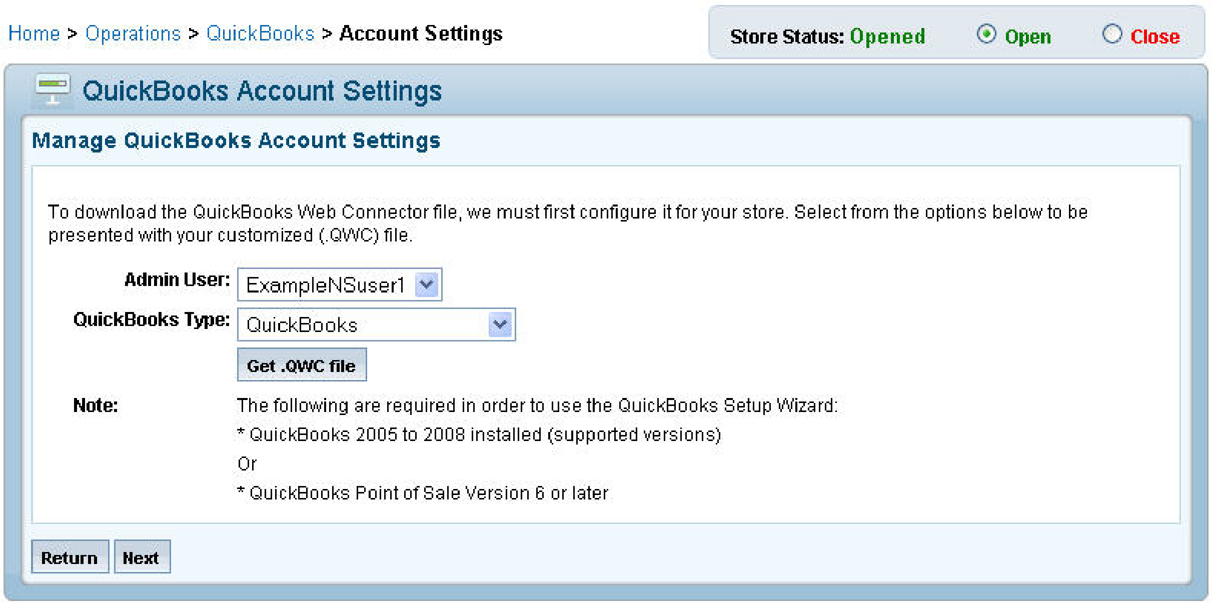
- ***Amount - Total Price***: The Amount field in the QuickBooks® Sales Receipt is the total cost for all quantities of each product ordered and will be determined by the Total Price from the Order Details in the Control Panel.

Ecommerce QuickBooks Integration Setup

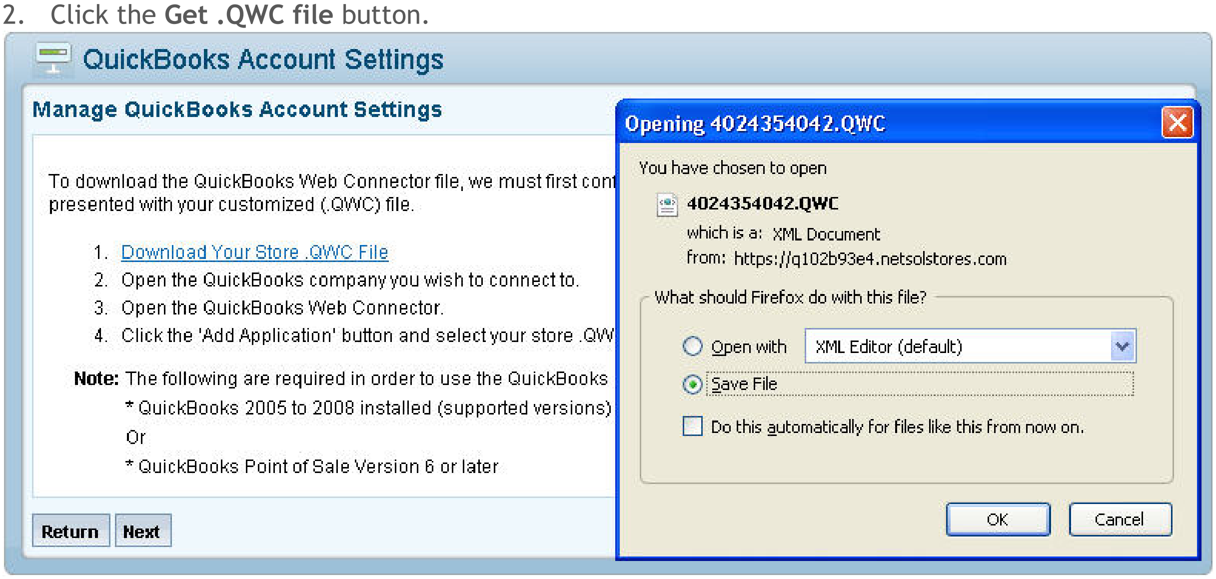
To setup your Quickbooks Integration follow the steps listed below. You will need to create a Quickbooks .QWC file and download the QuickBooks Web Connector software, as well as a defined user (the default super admin that exists when the store is created will not work with the QuickBooks Integration tool. Visit the Users section to learn more about creating an Admin User for Quickbooks)

Setting up your QuickBooks Integration

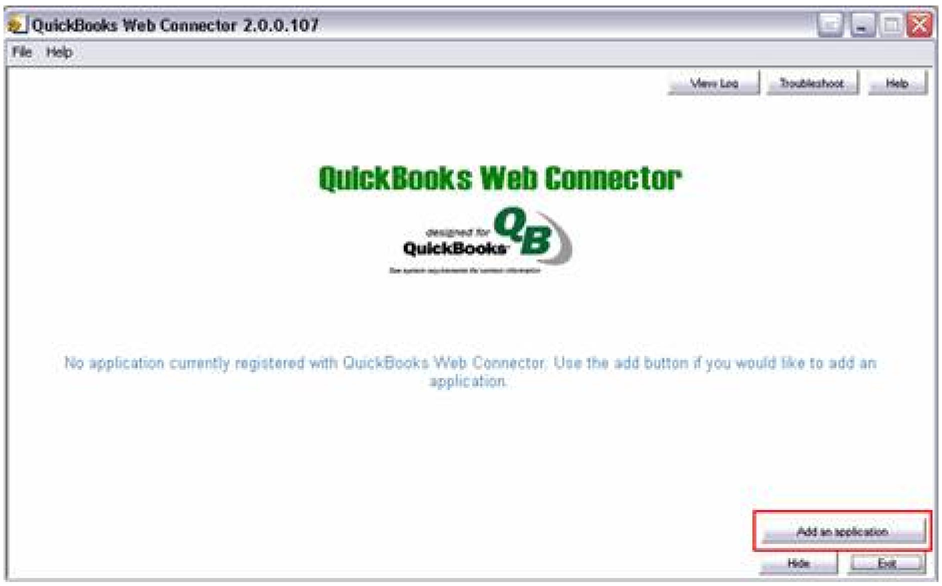
1. In the Operations > Quickbooks > Account Settings page, select the Admin User you wish to use and your QuickBooks program type.



2. Click the **Get .QWC file** button.

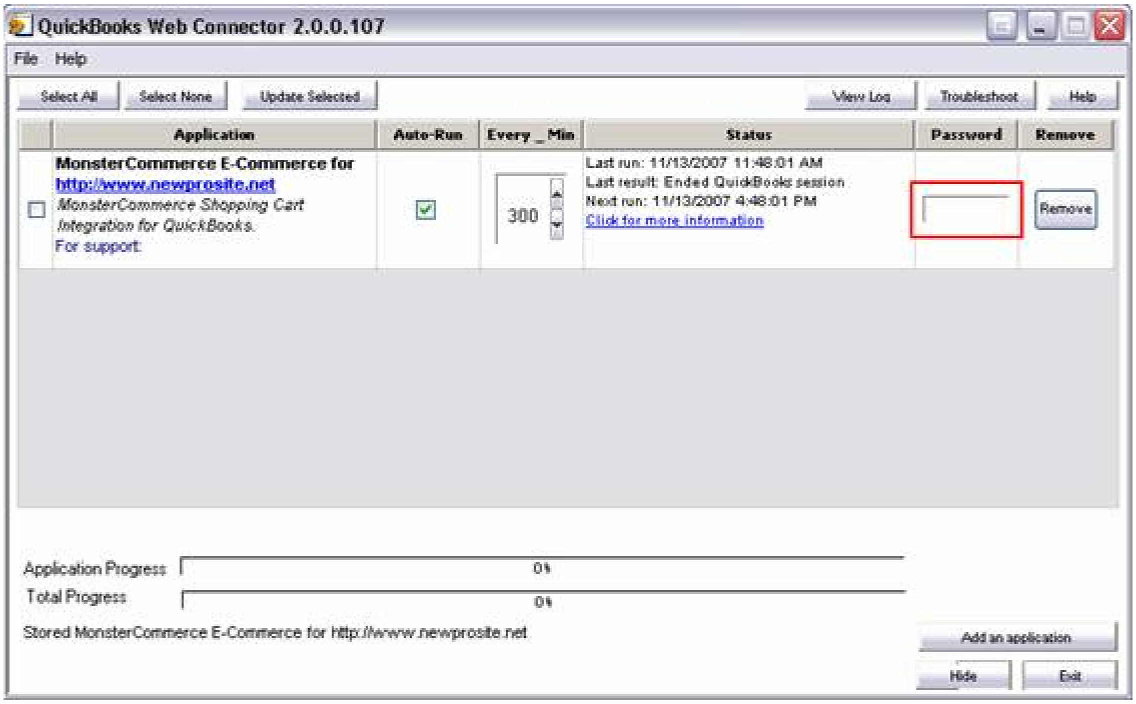


3. Click the "Download Your Store .QWC File" link. This will open a popup asking if you would like to open or save the file. Save the file in a easily found folder. You will need to reference this file when you launch the Quickbooks Webconnector program.
4. Open the QuickBooks software you are integrating with (QuickBooks Financial Software or QuickBooks Point of Sale). Make sure the company you would like to connect to your Ecommerce Web site is open.
5. Download and install the QuickBooks Web Connector.
6. Open the QuickBooks Web Connector. Click the 'Add an application' button in the lower right hand corner and browse to the 'NetSol Web Connector.qwc' file you created and saved using the Ecommerce QuickBooks Setup Wizard.



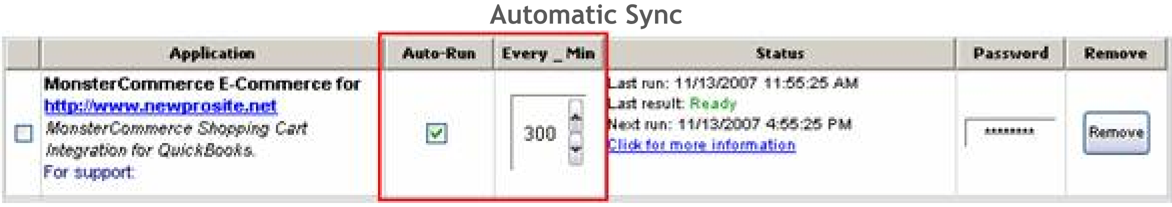
7. After a few moments an Authorize New Web Service screen will be displayed. Click the OK button.

8. QuickBooks will display a screen for you to authorize access to your QuickBooks company for your Ecommerce Web site. The screen will vary a bit depending on what QuickBooks software you are using. Select the option for allowing access whenever QuickBooks is open and continue.
9. Enter your Ecommerce Control Panel password in the Password field of the QuickBooks Web Connector. Click Yes if asked if you would like to save the password.



10. You may sync your Ecommerce Web site with QuickBooks no more than once every 10 minutes. If you would like the Web Connector to automatically sync your Ecommerce Web site with your QuickBooks software, check the Auto-Run box and enter an interval (in minutes) in the Every_Min field. For example, to sync every 5 hours, check the Auto-Run box and enter 300.

Automatic Sync



To manually sync, place a check in the box on the left and click the Update Selected button at the top of the QuickBooks Web Connector.

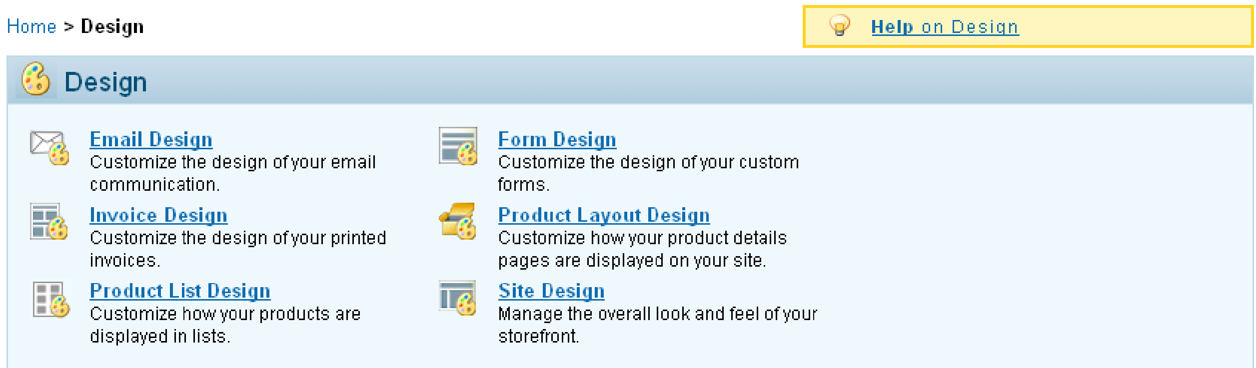
Manual Sync

11. After your first sync, go to the QuickBooks Account Settings page in your Ecommerce Control Panel. (Operations tab > QuickBooks > Account Settings). Place a check in the 'Import inventory on the next sync' and 'Export Orders on the next sync' boxes and click Save. Your Ecommerce website is now integrated with your QuickBooks software. **Until this step is completed no information will be synced between your Ecommerce Web site and QuickBooks.**

Design

Design Overview

On the design page you can select your **Product Layout Design** and manage your **Site Design**. Click on the appropriate link for expanded information on that option.



The Premium E-Coomerce site has other design options you can utilize to further enhance your customer's shopping experience. These options include;

Email Design
Customize the design of your email communication to your customers. The Email Design feature is explained in detail here.

Form Design
Custiomize the design of your custom forms. The Custom Forms feature is explained in detail here.

Invoice Layout Design
Customize your the invoices you send to your customers. The Invoice Layout Design feature is explained in detail here.

Templates

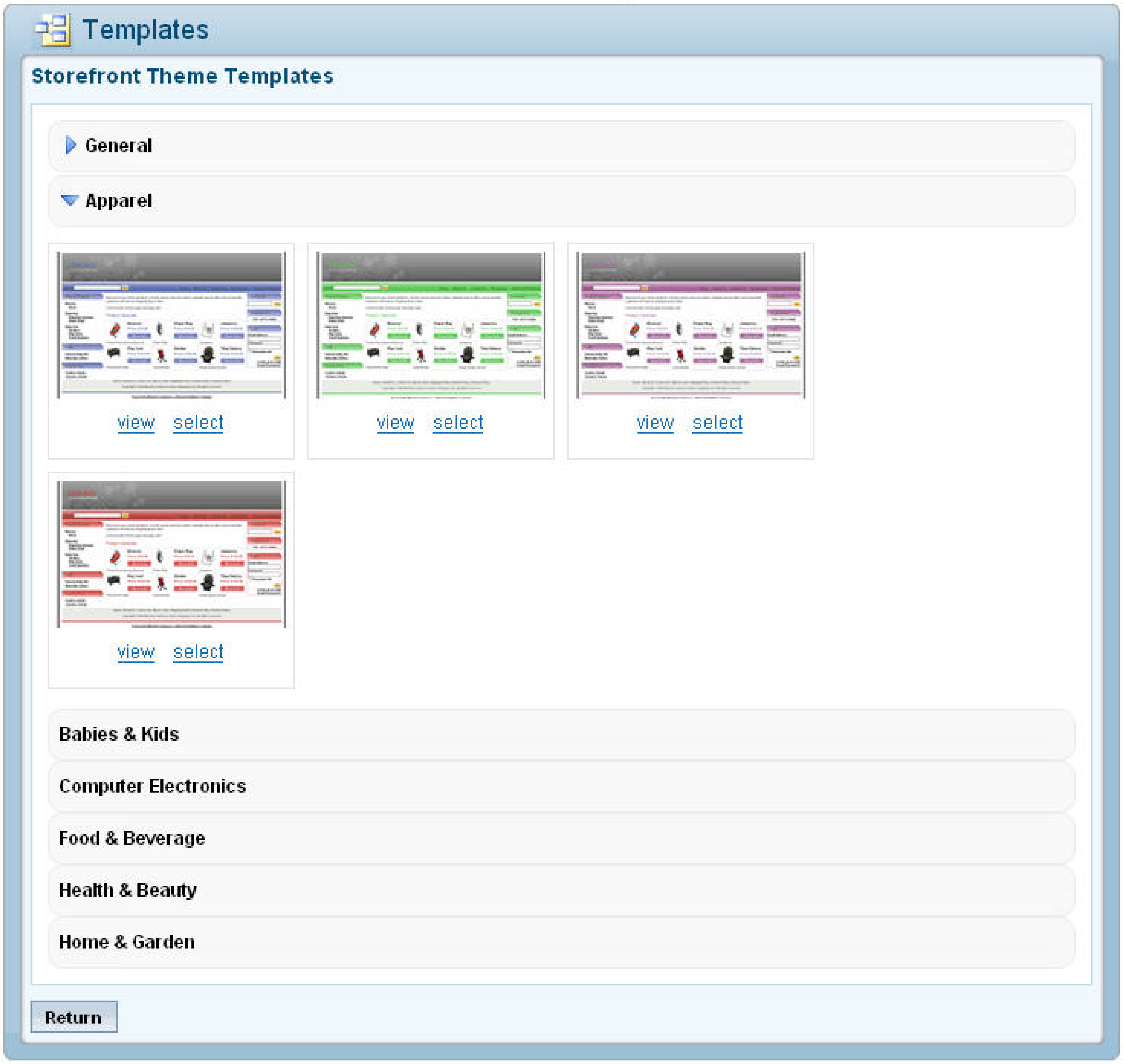
The terms Templates and Themes are used interchangeably. There are 50 pre-defined and ready-to-use templates. They are displayed under the following groupings:

- **General**
- **Apparel**
- **Babies & Kids**
- **Computer Electronic**
- **Food & Beverage**
- **Health & Beauty**
- **Home & Garden**

>> Watch the Video - Create New Template

You also have the option of changing certain elements of a pre-defined template, such as the fonts, colors, and style settings, header and footer information, column settings, etc. See the Design section for additional information on how you can make these changes.
Click on a group name to expand the thumbnail section for that group. Each thumbnail has a **View** link and a **Select** link.

- Click **View** below a theme to display the template full-size for you to review.
- Click **Select** to apply the template to your storefront.



See Also

>> Watch the Video - Edit Design: Overview

Setting Up Columns

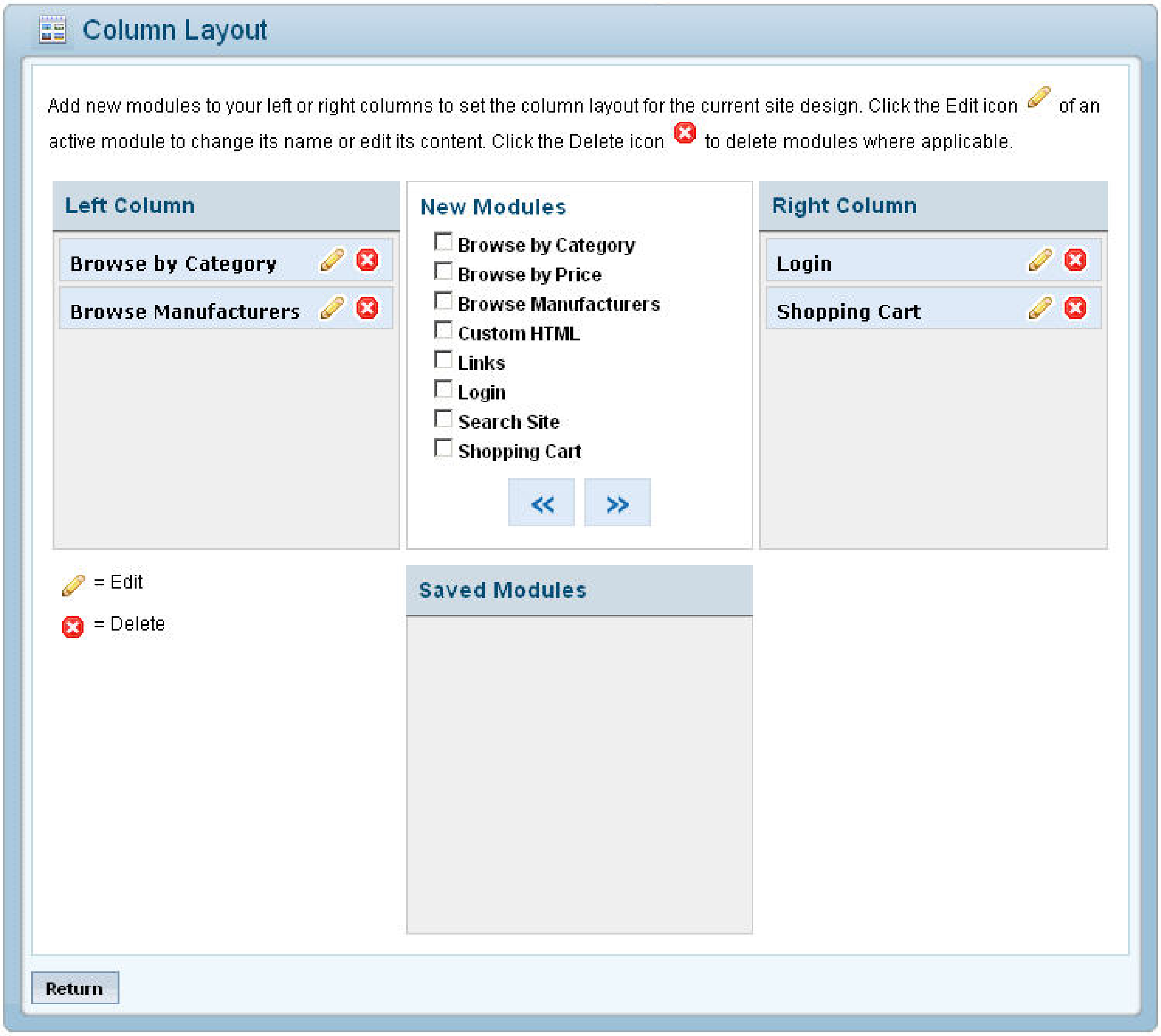
Using Modules in Column Layout

Use the Layout Manager to control which element to display in the left and right columns of the storefront. These elements are called Modules.
Select the modules under **New Modules** by clicking the checkbox next to each one you wish to use in a particular column. Use the arrow buttons below the list in the New Modules section to move them to the left or right column.

Watch the Video - Design: Editing Columns

Saving a Module

If you would like to retain a module while changing themes, you may place it under the **Saved Modules.** Simply click on the module from the Left or Right Column list and drag it down to the Saved Module section. When you are ready, just drag the modules out of the Saved Modules section and drop them back into the Left or Right Column section, as appropriate.
Click **Return** at the bottom of the screen when you are finished to go back to the Site Design page.



See Also

[>> Watch the Video - Edit Design: Overview]

Modules

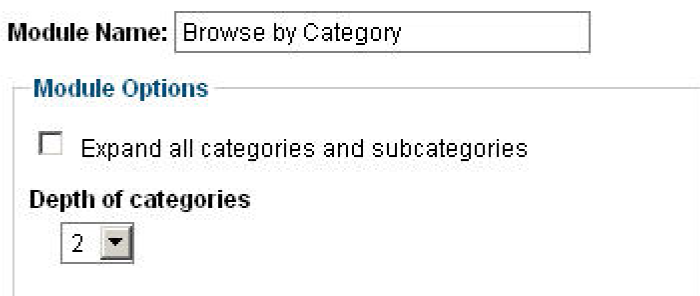
What is a Module?

Modules are the functional elements that can be displayed in various locations on your storefront. These elements can be arranged via the Columns page in the MCP.

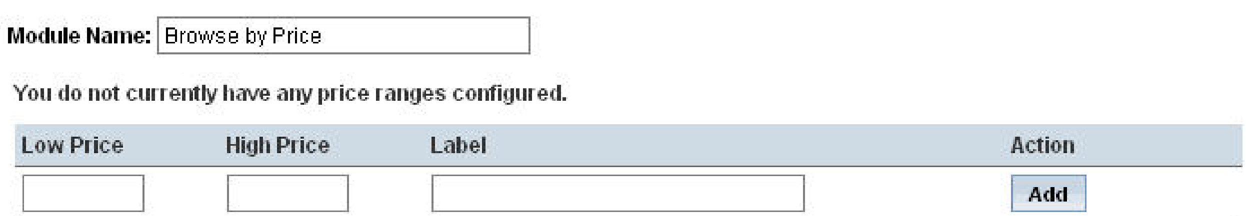
Editing a Module

Each Module contained in Columns has its own set of editable options. To edit the modules, click on the pencil icon. The information below explains the editable portions of each module.

Browse by Category
You may expand your category and subcategory listing in the columns to five levels.
**Note: Changing the module name in the MCP does not change the heading on the storefront.



Browse by Price
You can create custom price ranges for the Browse by Price function.

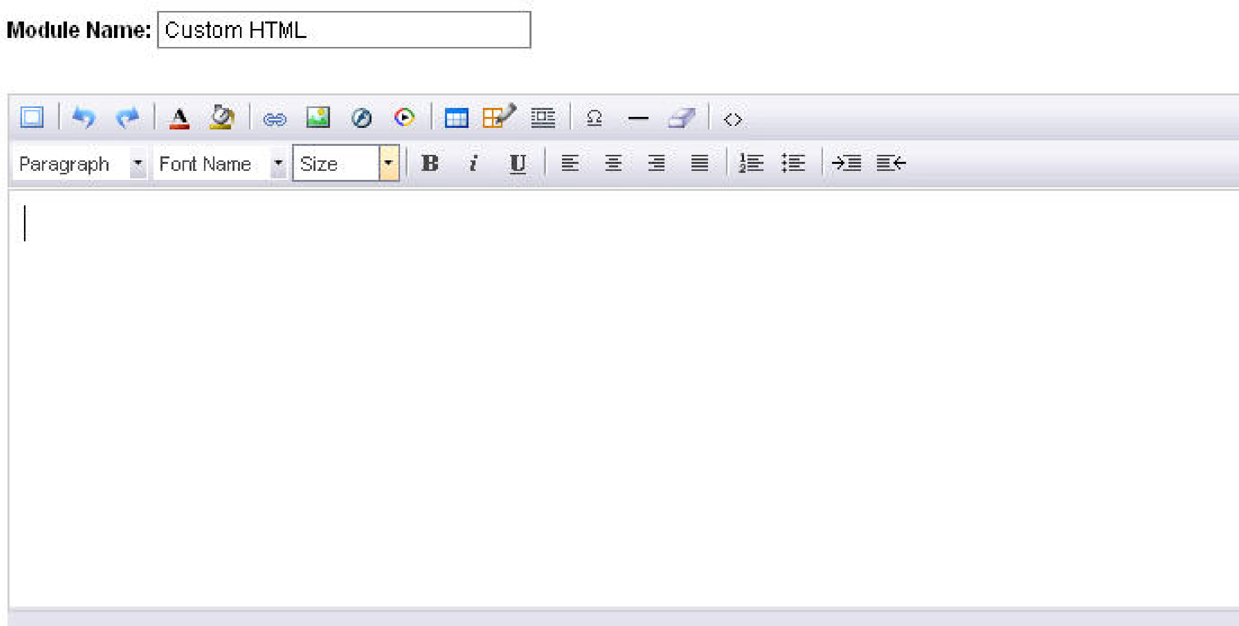


Browse Manufacturers
You may change the name of the Browse Manufacturers module in the MCP.

**Note: This change is not reflected on the storefront.

Custom HTML

Custom HTML provides a WYSIWYG Editor to enter your own code. For Standard Ecommerce users, this is where you will put your SSL certificate HTML. For more information on the SSL Certificate, please click here.



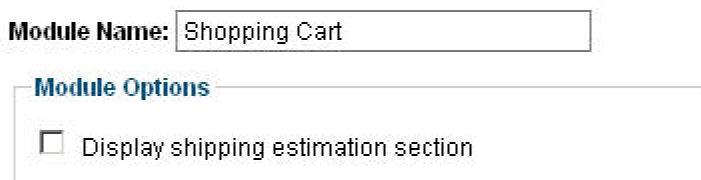
Links

A list of links can be added to either or both of your columns.

Login
You may only change the name of the Login module.
**Note: This change is not reflected on the storefront.

Search
You may only change the name of the Search module.
**Note: This change is not reflected on the storefront.

Shopping Cart
You may change the name of the Shopping Cart Module or enable a shipping calculator.

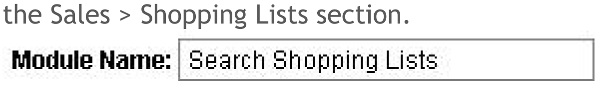


Pro-E-Commerce Modules

The Premium Ecommerce package has additional modules available.

Featured Products
You may list your 10 Best Selling or 10 Highest Rated products or create your own custom list. Please see the Featured Product Display page for more information.

Search Shopping Lists
You may change the name of the Shopping Lists Module. Remember, you must Enable Shopping Lists in the Sales > Shopping Lists section.

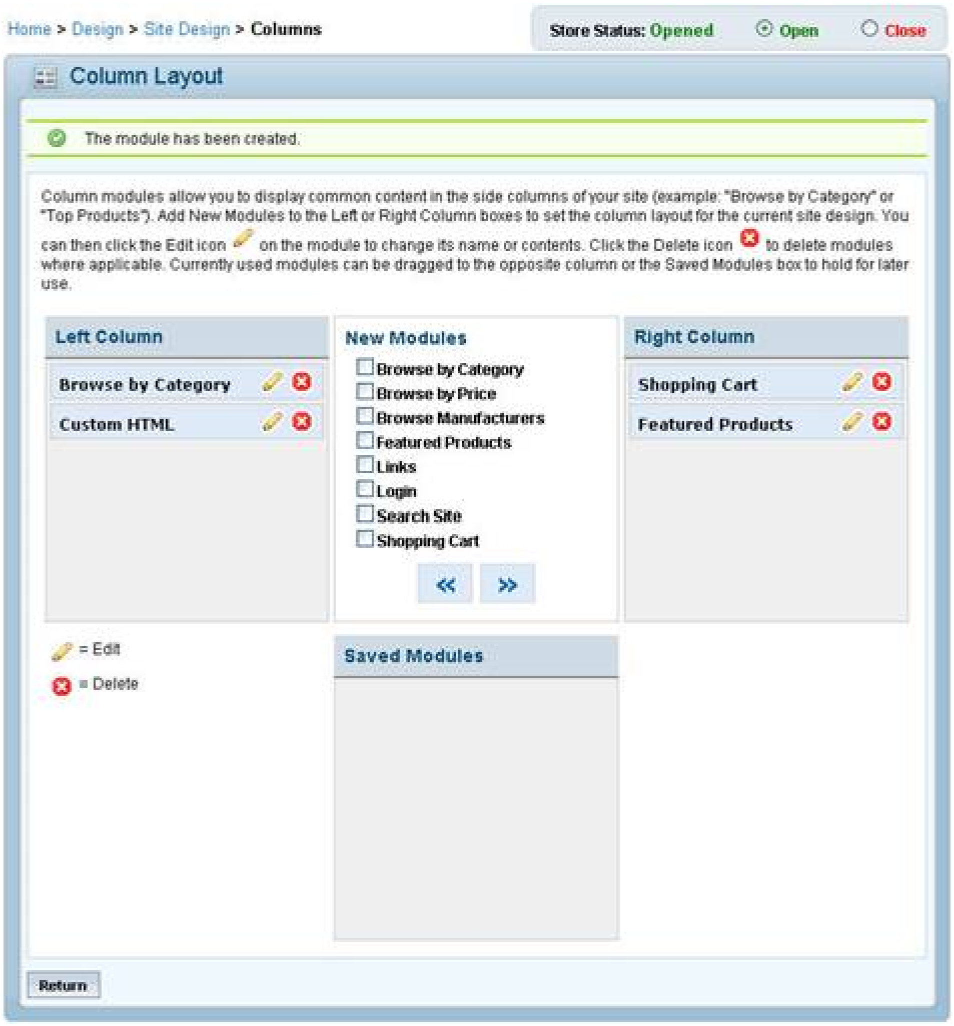


Design – Featured Products Display (Standard and Premium)

Add the "Featured Products" to your storefront (in either the right or left column) the same way you add other modules. However, the **Featured Products** module is a bit more complicated to set up than the other modules and requires some explanation.

Featured Products module

The Featured Products module can automatically load your store's **10 best selling products**, **10 highest rated products**, or a custom list you create from your available products.

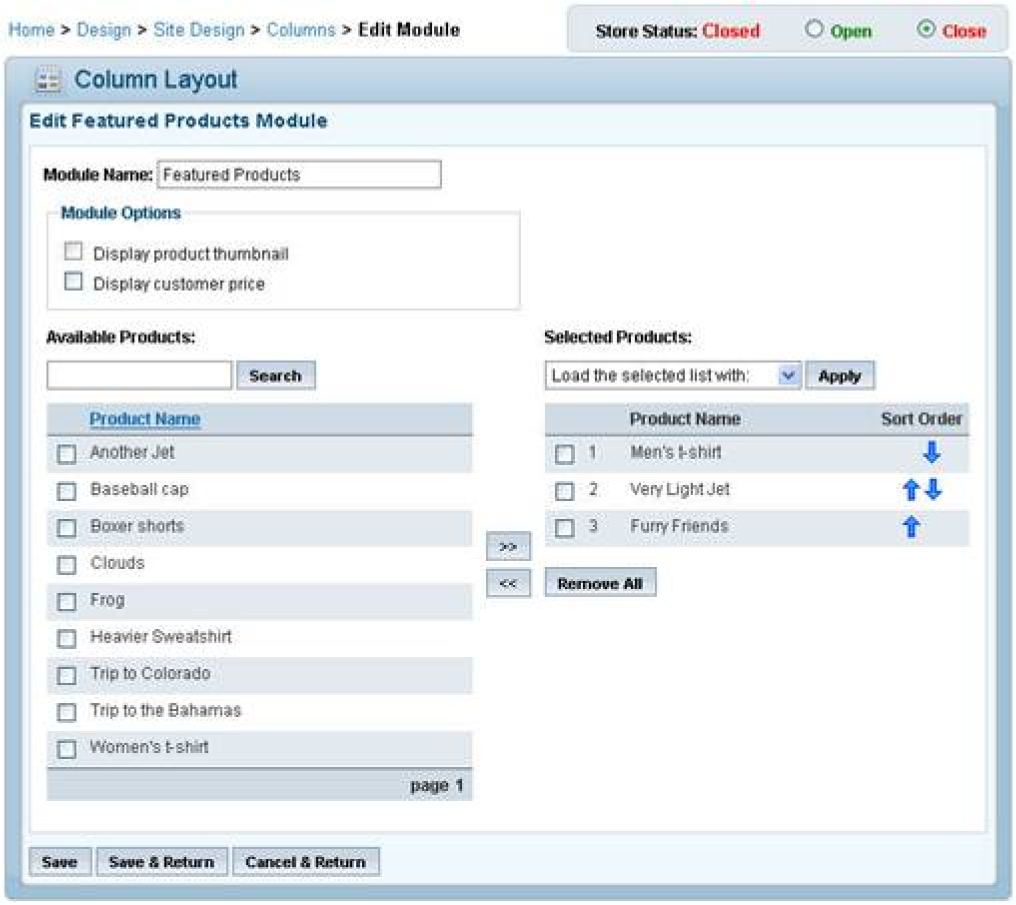


To Add the Featured Products module:

- From the Columns page, click the check box for **Featured Products**.
- Click the arrow buttons to place the module in the right or left column.

To Edit the Featured Products module:

- Click the pencil icon to open the Edit Module page.



- Rename the Featured Products module by entering the new name in the **Module Name** text box.
- Display product thumbnails and customer prices in your featured products module by clicking on their respective check boxes.
- To add/remove products to your custom featured products list:
  - Click the check box next to the desired product.
  - Click the right/left arrow buttons to place the product in your custom list.
  - Click the up/down arrows in the **Sort Order** column to change the order in which the products appear in the list.

When you have made all of your selections, click **Save** or **Save & Return**. If you make no changes, or you do not want to save the changes you made, click **Cancel & Return**.

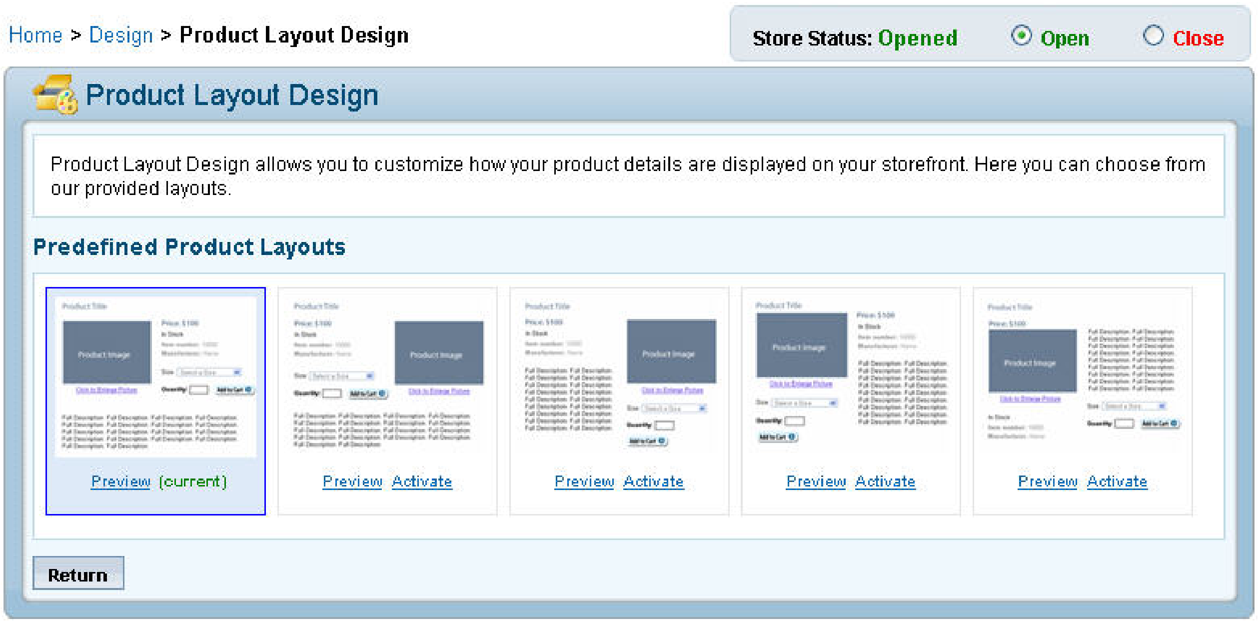
Product Layout

Product Layout allows flexibility in the appearance of the product listing page.

- Click **View** below each layout to see a full-screen preview of that layout.
- Click **select** to apply that layout to the product listing pages site-wide.

Pre-defined Product Layouts

The current layout is indicated by the word **current** in parentheses. When you are finished in this screen, click **Return** to go back to the Inventory page.

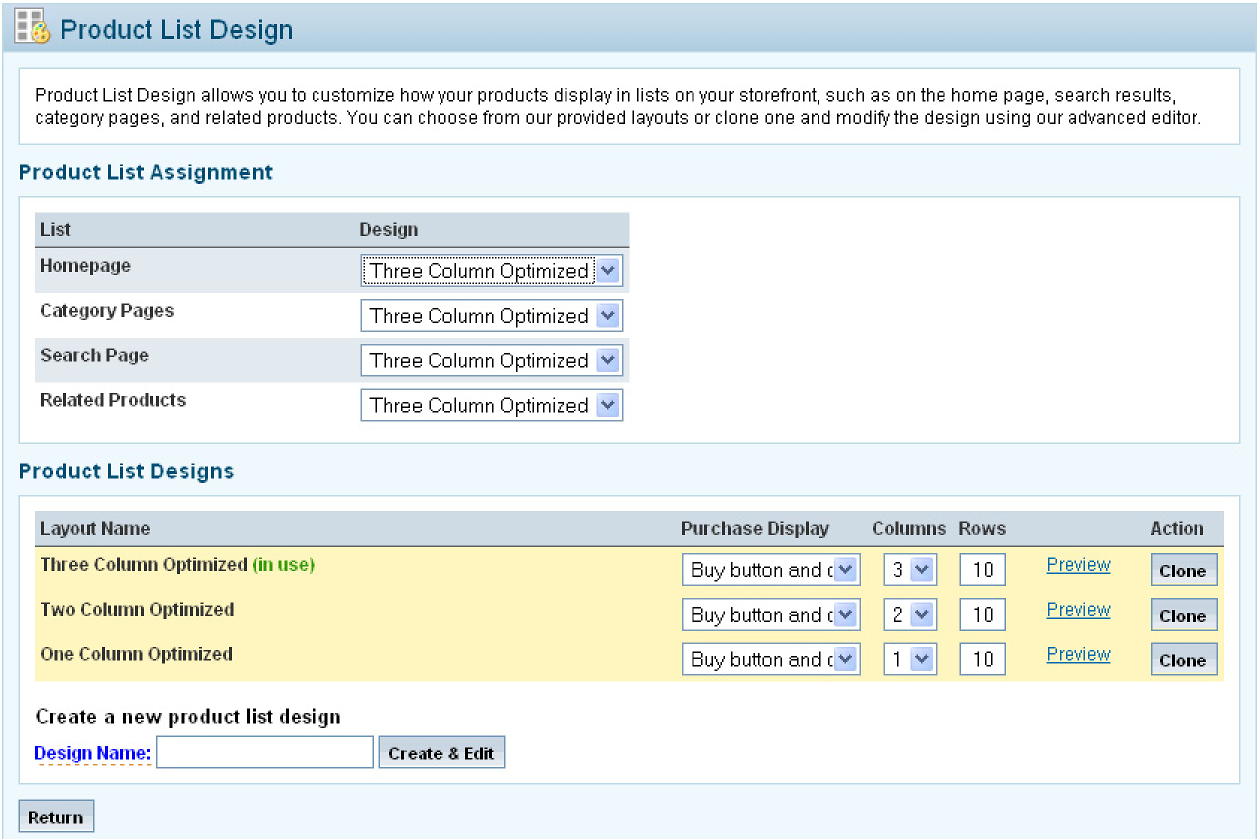


Premium Only Advanced Product Layout

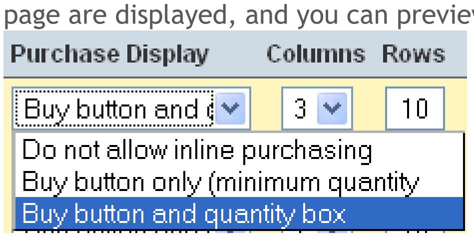
The Premium Ecommerce site has an Advanced Product Layout design feature that is explained in detail here.

Product List Design

You can control the way your products are seen by customers in list view using the Product List Design manager. You can specify product lists for the Homepage, Category Pages, Search Page, and Related Products. Use the included one, two, or three column optimized designs, or create your own.

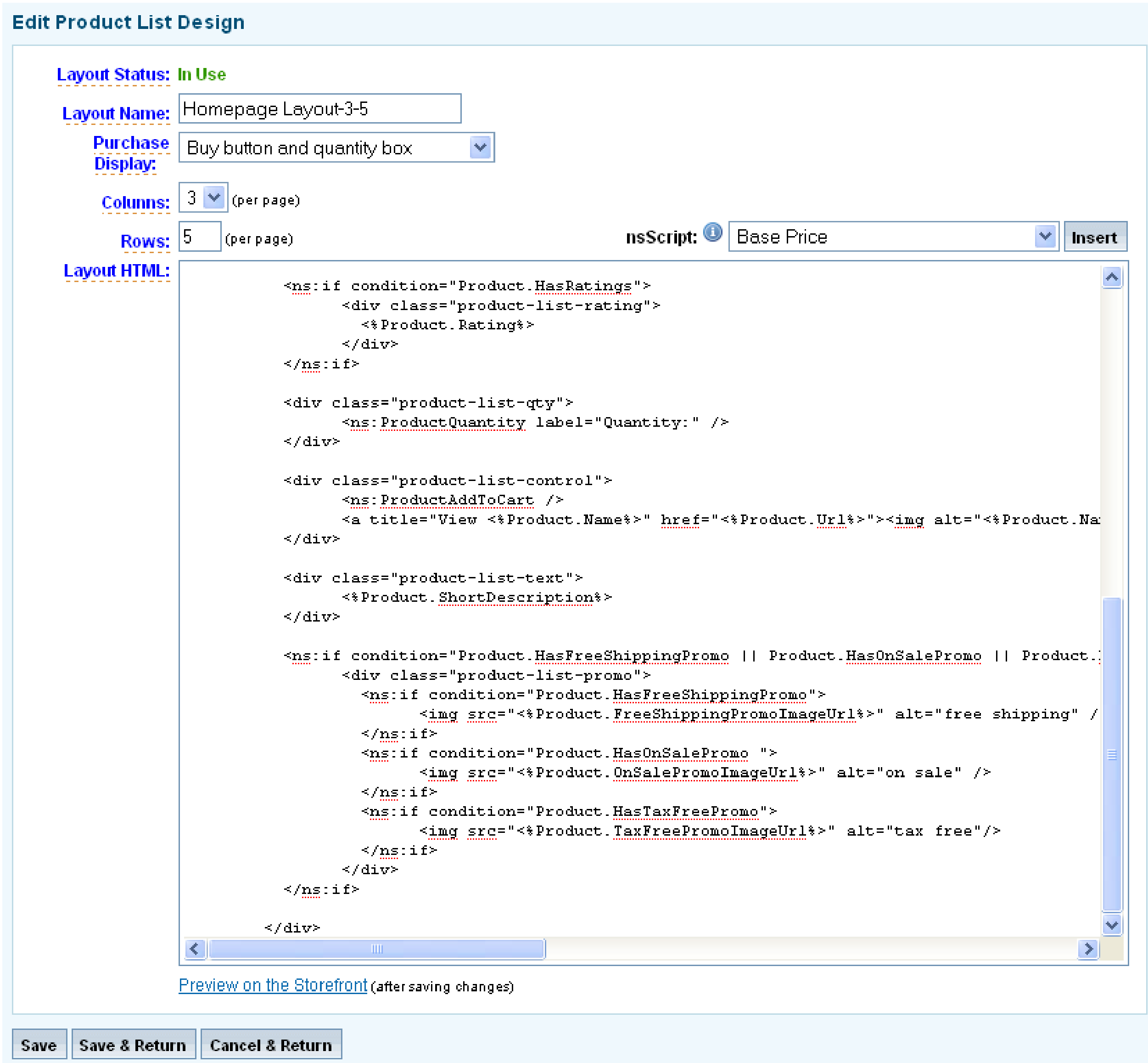


You can determine how the purchase display is presented, how many columns and rows of product per page are displayed, and you can preview the list as well.



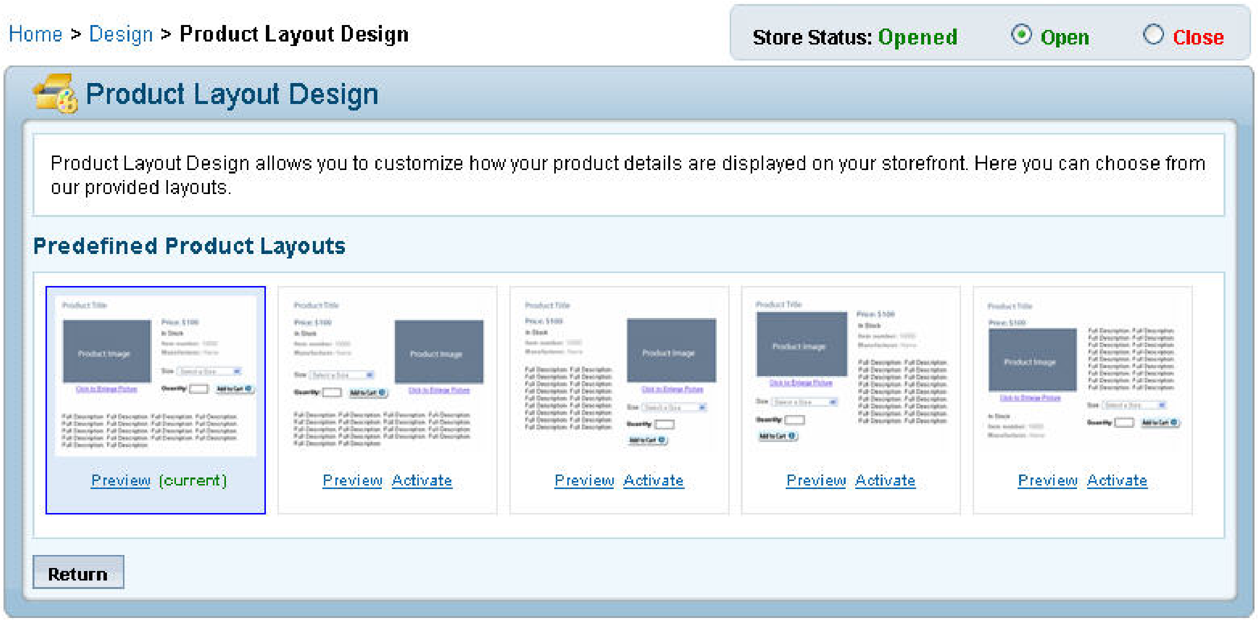
Editing the Product List Design

You can edit the Product List design by either creating your own or cloning an existing layout. You can use the nsScript functionality to build your own custom product list.


Edit Product List Design
Layout Status: In Use
Layout Name: Homepage Layout-3-5
Purchase Display: Buy button and quantity box
Columns: 3 (per page)
Rows: 5 (per page)
nsScript: Base Price
Insert
Layout HTML:
<ns:if condition="Product.HasRatings">
<div class="product-list-rating">
<%Product.Rating%>
</div>
</ns:if>
<div class="product-list-qty">
<ns:ProductQuantity label="Quantity:" />
</div>
<div class="product-list-control">
<ns:ProductAddToCart />
<a title="View <%Product.Name%>" href="<%Product.Url%>"><img alt="<%Product.Na
</div>
<div class="product-list-text">
<%Product.ShortDescription%>
</div>
<ns:if condition="Product.HasFreeShippingPromo || Product.HasOnSalePromo || Product.
<div class="product-list-promo">
<ns:if condition="Product.HasFreeShippingPromo">
<img src="<%Product.FreeShippingPromoImageUrl%>" alt="free shipping" /
</ns:if>
<ns:if condition="Product.HasOnSalePromo ">
<img src="<%Product.OnSalePromoImageUrl%>" alt="on sale" />
</ns:if>
<ns:if condition="Product.HasTaxFreePromo">
<img src="<%Product.TaxFreePromoImageUrl%>" alt="tax free"/>
</ns:if>
</div>
</ns:if>
</div>
Preview on the Storefront (after saving changes)
Save
Save & Return
Cancel & Return

Advanced Product Layout (Premium Only)

The ecommerce Premium site allows you to create advanced product layout designs, by either cloning the existing pre-defined layouts, or creating your own custom HTML-based layouts.
The Product Layout Design

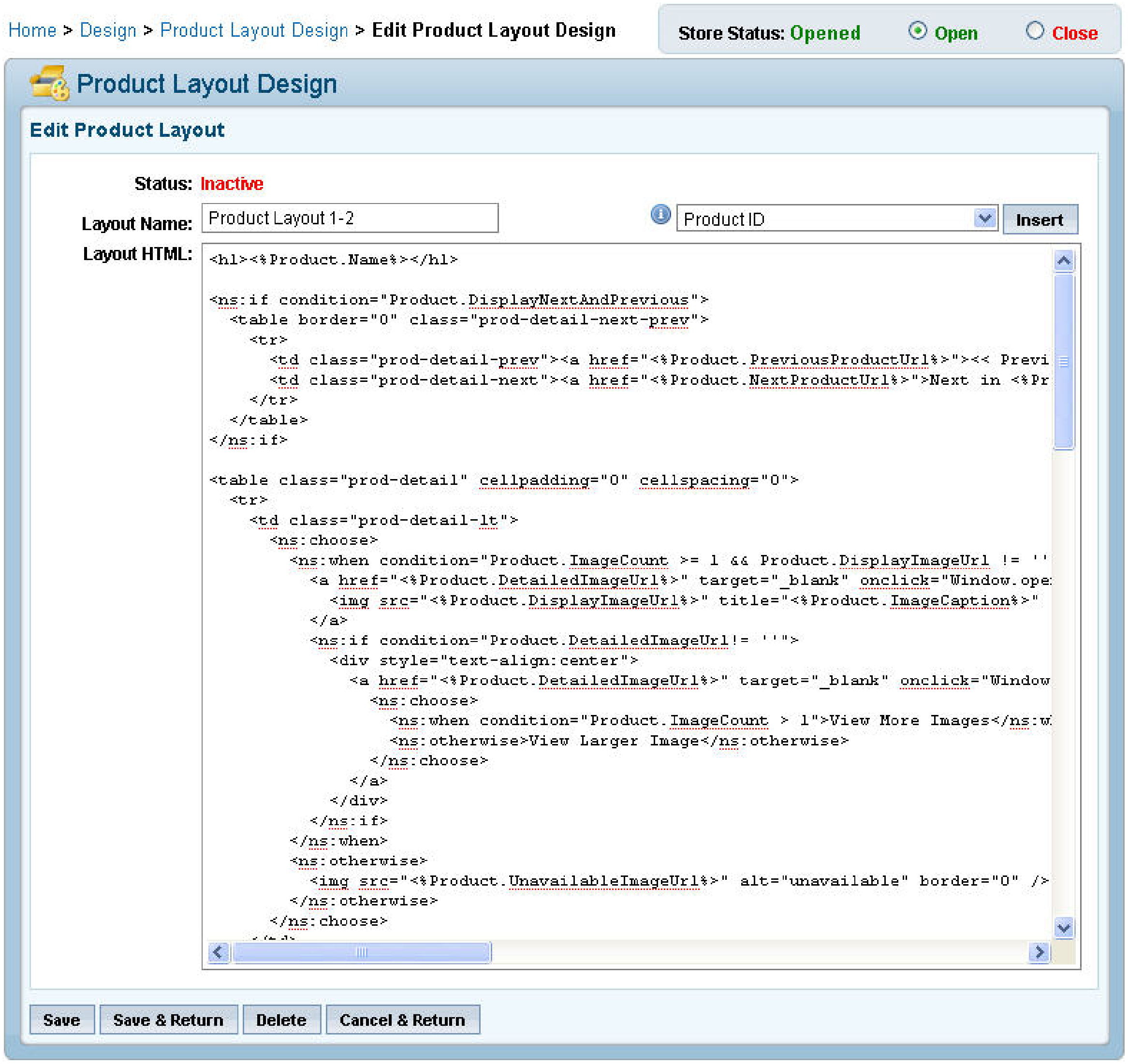


Create a Product Layout Design

To create a product layout design;

- Select the **Design** tab and click on **Product Layout Design**.
- If you wish to clone one of the Predefined Product Layouts, click the **Clone** button under the desired layout. Or, enter the name of the new layout you wish to create in the Layout Name field and click **Create & Edit**. This will open the Edit Product Layout screen.
  Edit Product Layout

  Edit Product Layout
  Enter your custom HTML code in the Layout HTML field. You can also enter useful HTML code snippits by selecting them from the dropdown box and clicking **Insert**.



Once you are satisfied with your Product Layout, click **Save** or **Save & Return.**

- You can preview your new Product Layout by clicking the **Preview** button underneath the desired product layout.
- To activate the new layout, return to the Product Layout Design page and click the **Activate** button next to the desired layout.

NOTE: The Predefined Product Layouts themselves cannot be edited or deleted.

Colors, Fonts, and General Style Settings

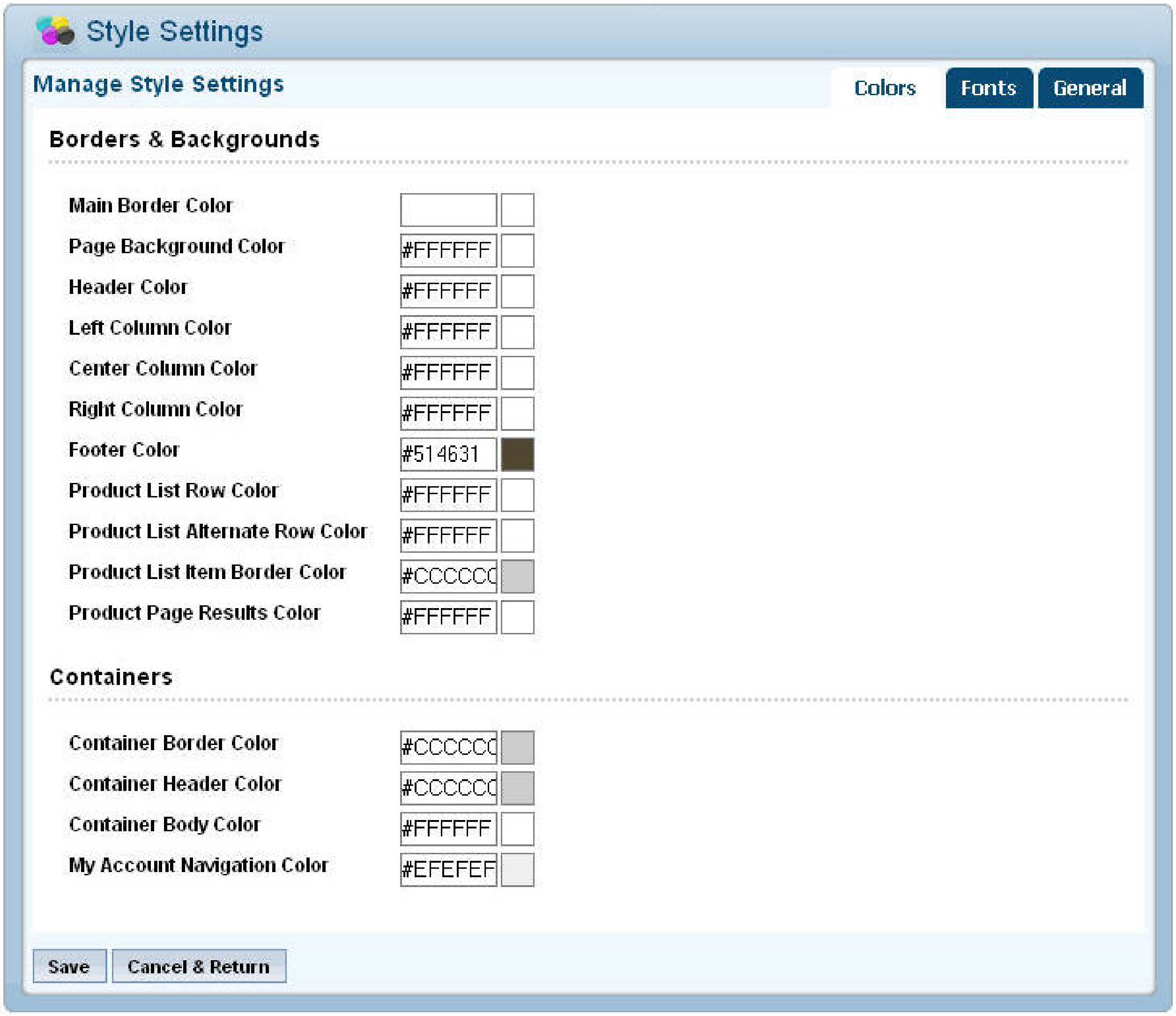
Clicking this link takes you to a page, divided into three sections, or tabs:

- Colors
- Fonts
- General settings

Use this page to make changes to one or more of the options, as discussed below.

Colors

The **Colors** tab contains a list of all available colors on the storefront. To change a color, either enter the HTML code or click to select a color from the color chooser on the right. Once selected, click **Save** to apply to the storefront.



Fonts

Every customizable font is controlled by drop-down options. From these drop-downs, the following items can be changed.

Font:

Arial, Arial Black. Courier New, Garamond, Georgia, Impact, Lucida Console, Palatino Linotype, Tahoma, Times New Roman, Trebuchet, Verdana.

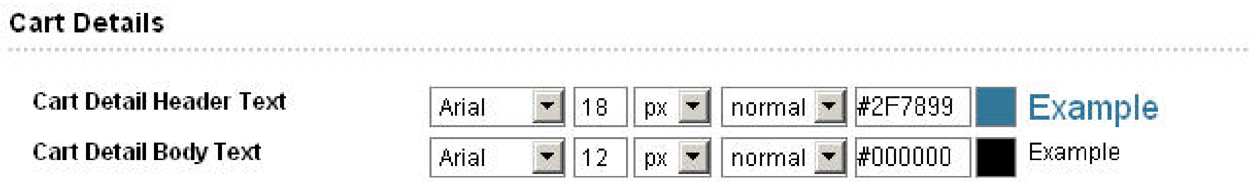
Font Size:

Enter a value and select from em, %, px, or pt. Additional options are bold, italic, normal, bold italic, underline, or strikethrough.

Font Color:

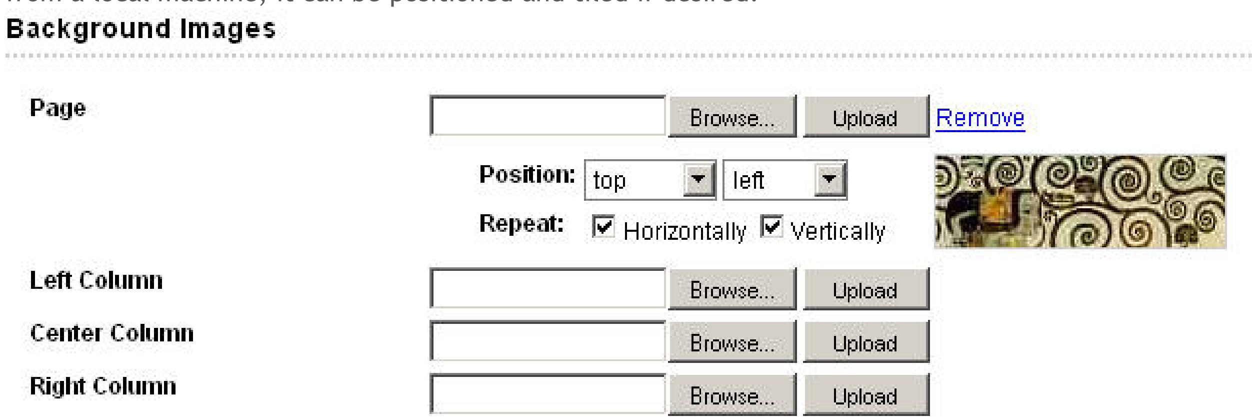
The HTML code for the color can be entered or the color can be selected from a color chooser on the far right.

An example of the selected font options will display at the end of each option. Clicking 'Save' applies font changes to the storefront.

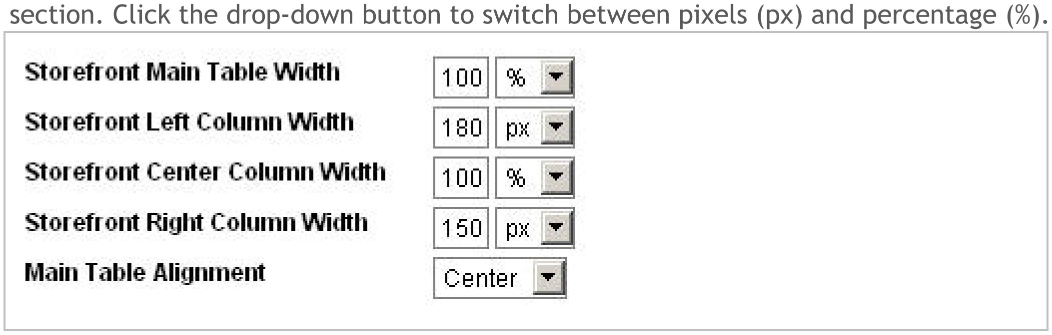


General

There are four areas of the storefront which can contain custom images. Once an image is uploaded from a local machine, it can be positioned and tiled if desired.



The column widths can be set as a fixed pixel width or a percentage under the Width & Alignment section. Click the drop-down button to switch between pixels (px) and percentage (%).



See Also

>> Watch the Video - Edit Design: Overview

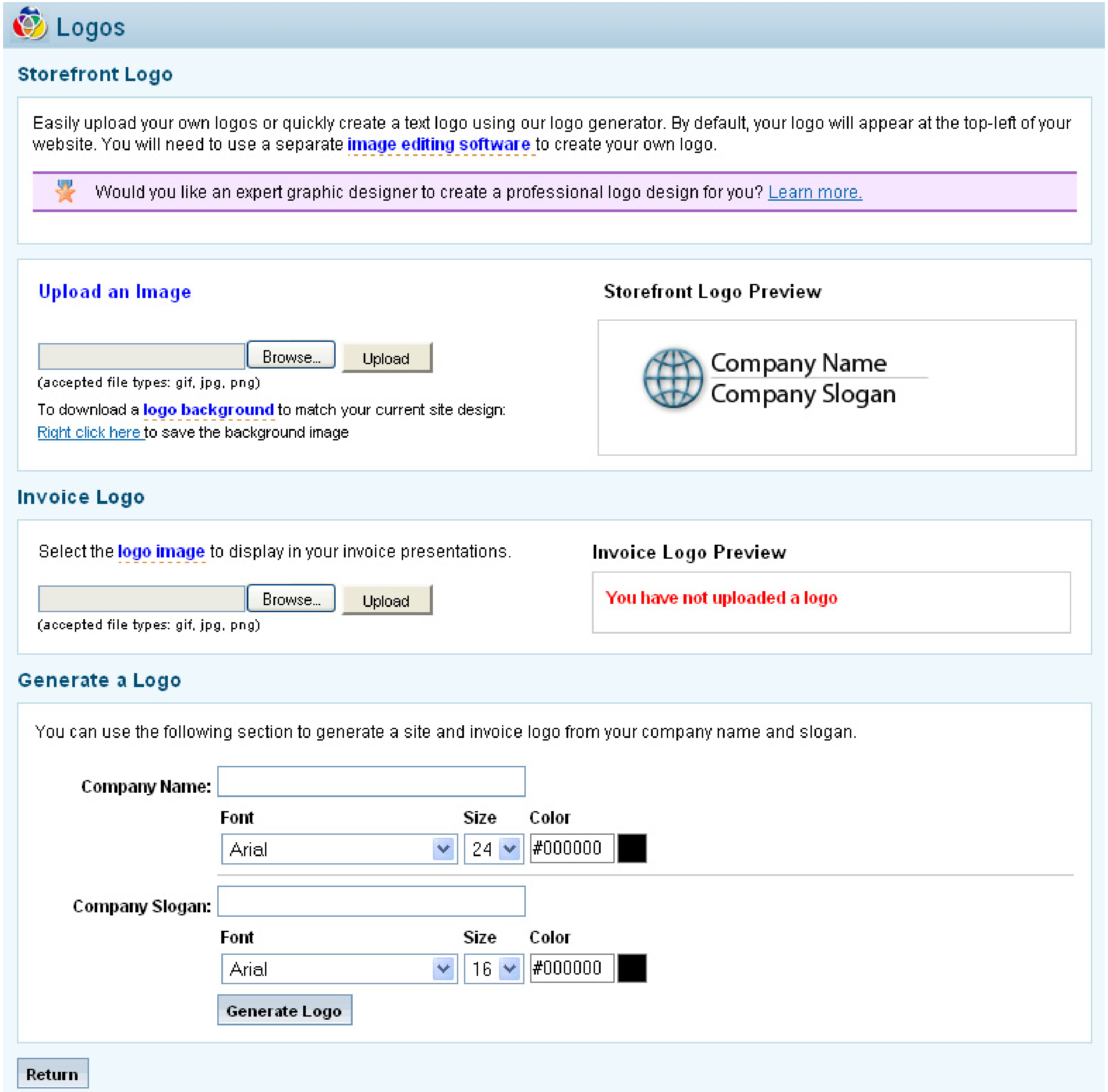
What is the Logo Manager?

Your logo is your branding - the way your customers will recognize your company. The Logo Manager allows you to manage both web and print ready logos for use on the storefront and on packing slips and shipping invoices.

How do I use the Logo Manager?

The Logo Manager Menu is separated into three sections:

- **Storefront Logo**
- **Invoice Logo**
- **Generate a Log** (utility to generate logo)



Storefront Logo displays the default logo from your selected design template. If you have created a custom logo, you may add it to the site.

To add a custom logo to your site

Click the **Browse** button.
A Windows file menu will open; select the logo image file from your computer.
Click the **Open** button.
The path to your file will appear in the "Upload an image" box.
Click the **Upload** button.
Your logo will now display in the "Storefront Logo Preview" screen.

If you would like to add a logo to your invoices, you may follow these same steps for Storefront Logo in the Invoice Logo section.

You also have the option to create your own custom logo based on your current Storefront template. You can download a theme-based blank logo template to your computer. Below the logo upload box, right-click on the blue text and click on the **Save Target As** option. Once you have created your logo, follow the steps above to upload the image to the store.

Generate a Logo

You can also generate a logo using the Logo Manager. This will be a very basic logo, based on your current Storefront Template and site settings. To generate a logo, enter your company name and slogan in the text fields. Click the **Generate Logo** button to create your logo. It will display in the Storefront Logo Preview.

See Also

>> Watch the Video - Edit Design: Overview

Invoice Layout Design (Premium Only)

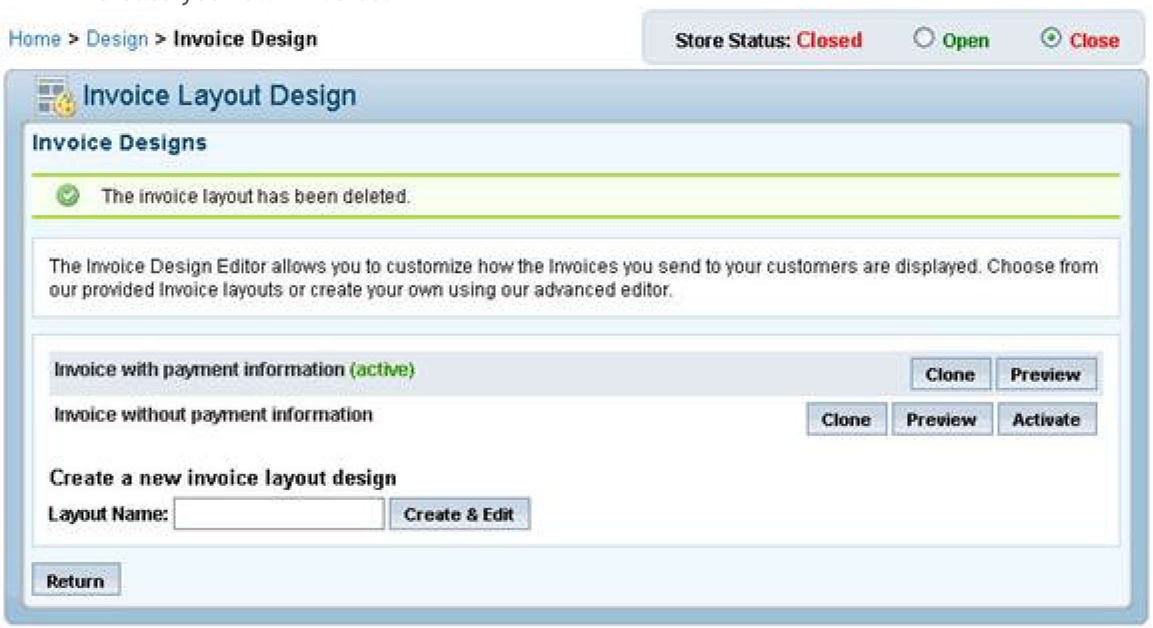
Using Invoice Design, you can create custom Invoice Layouts. You can also manipulate elements of your invoice, including the logo, layout, and some content.

Customize Your Invoice

To customize the invoice:

- Go to the **Design** tab and click **Invoice Design**.

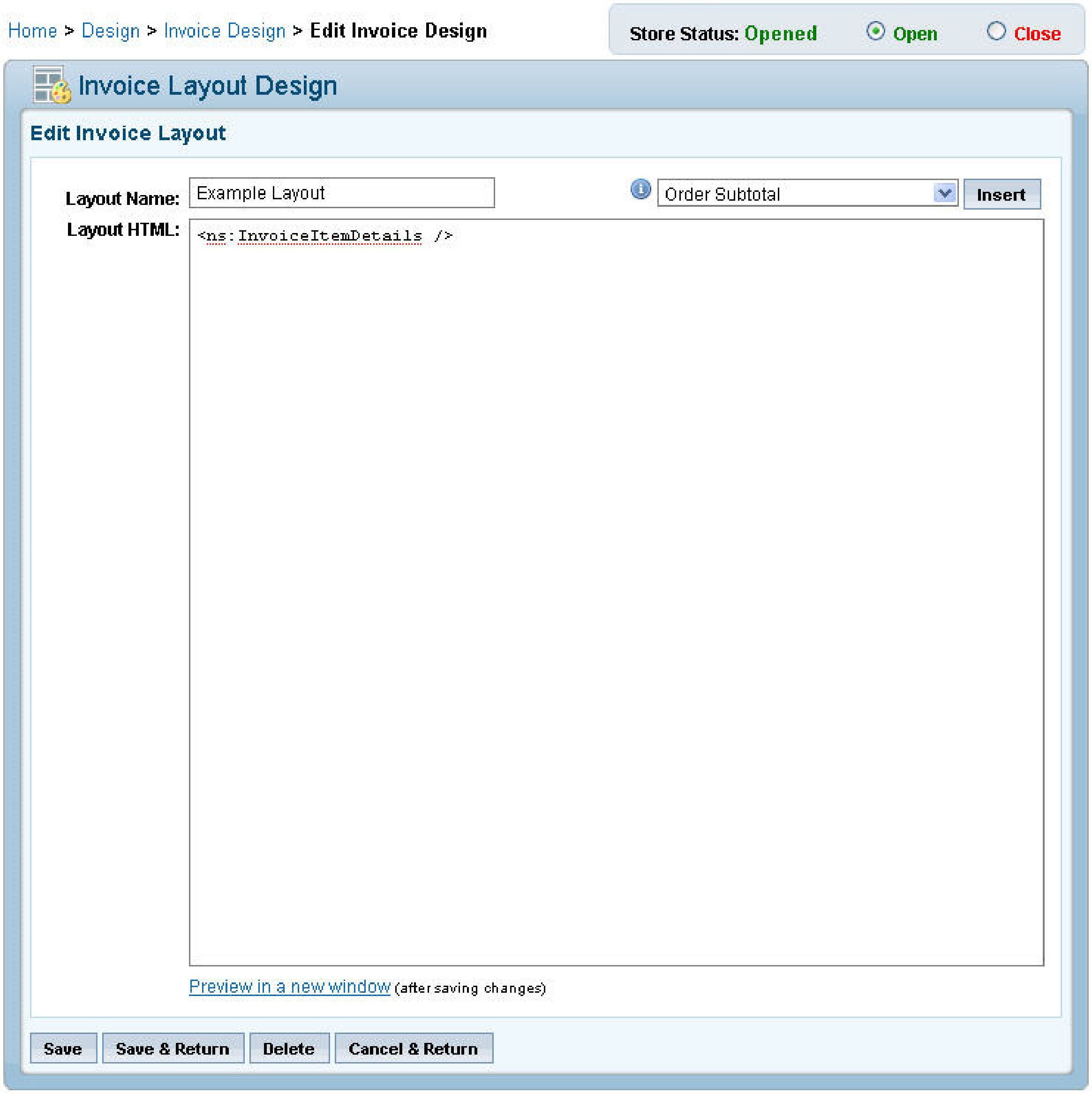
- Once the Invoice Designs page opens, you can either clone one of the provided invoices or create your own invoice.



Create a custom invoice layout

To create a new invoice layout design from scratch:

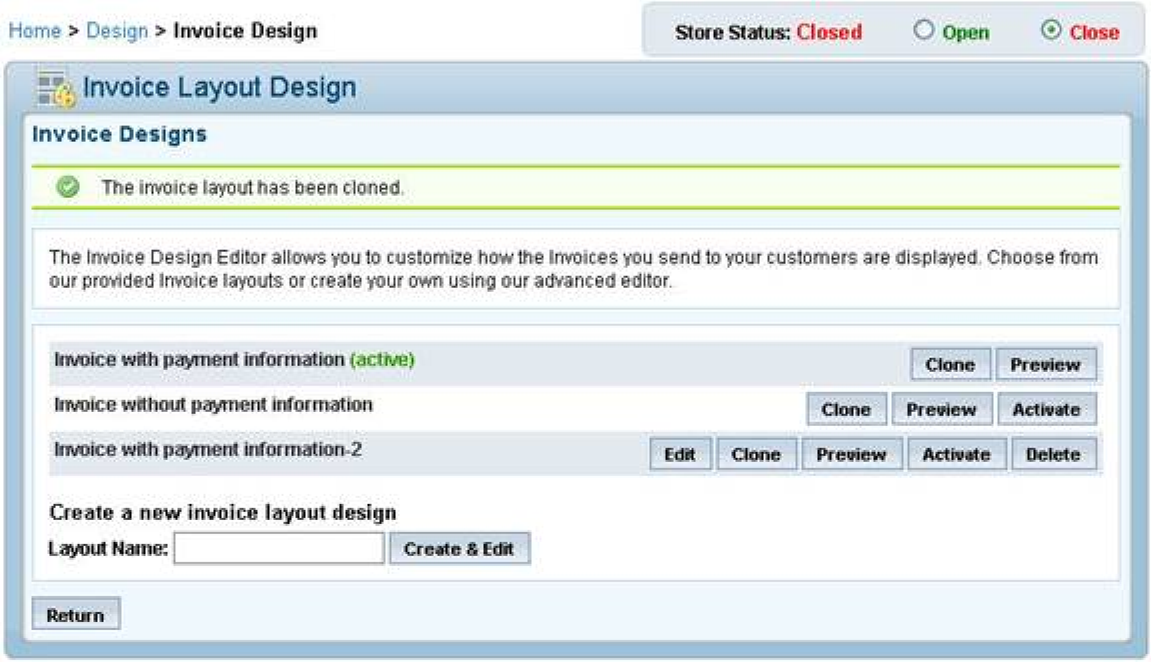
- Enter a new layout name in the Layout Name box and click **Create & Edit**. This will open the Invocie Layout Design editor.
  Invoice Layout Design Editor



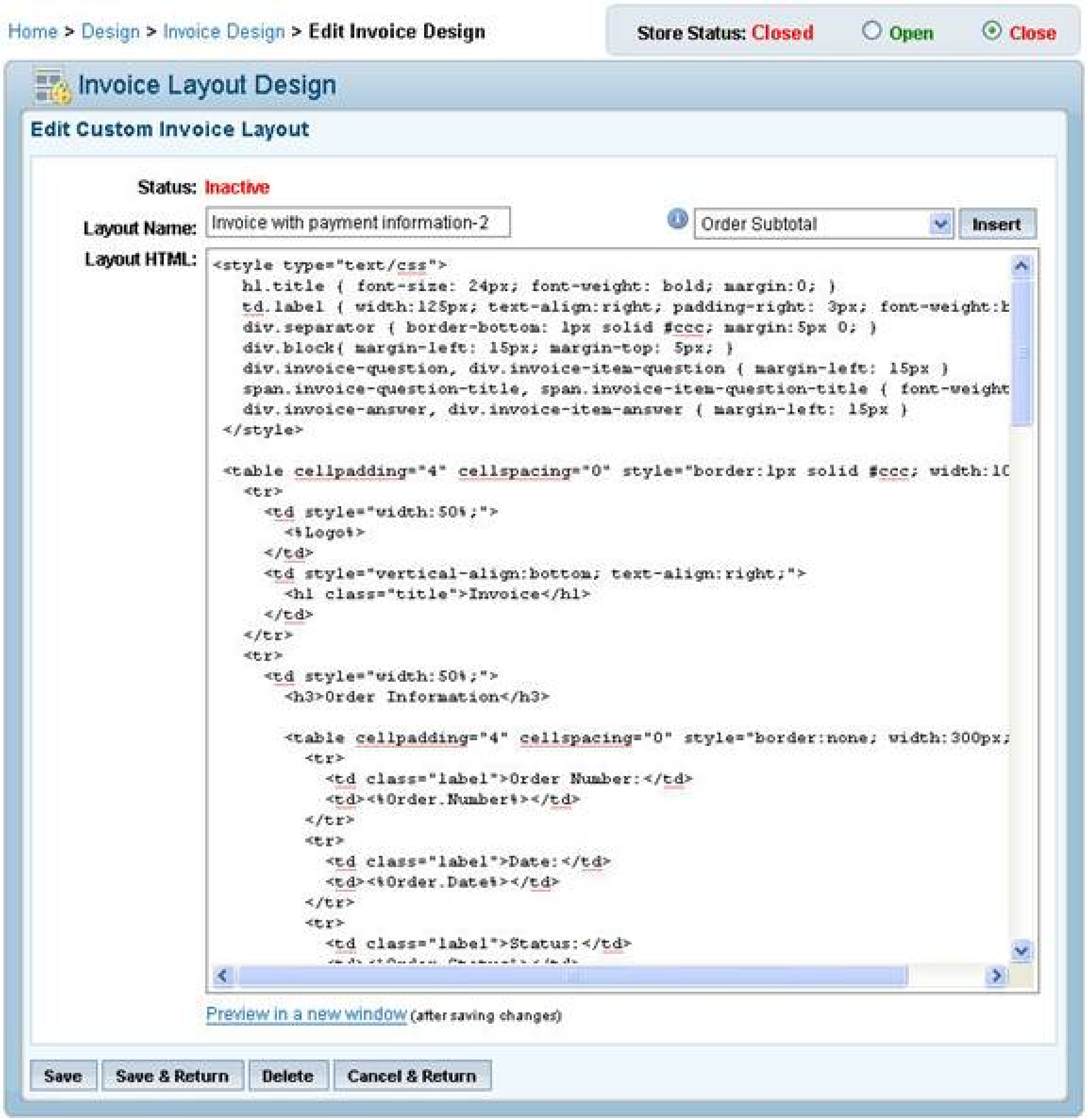
- Enter your custom HTML in the layout HTML box.
- When you are satisfied with the layout, click the **Save** or **Save & Return** button.

To start with a preexisting invoice layout:

- Click the **Clone** button for the desired invoice layout.



- Click the **Edit** button on the newly created clone.



- Make the desired HTML edits or enter your custom HTML in the layout HTML box.
- When you are finished, click the **Save** or **Save & Return** button to return to the Invoice Layout Design Screen.
- To exit the screen without saving any changes, click **Cancel & Return**.

Email Design (Premium Only)

Premium Ecommerce sites can design custom email forms to enhance their customer's experience. The Email designs available are for Order Confirmation emails, Status Change emails, and Warehouse emails.

NOTE: You can only have One (1) email design Active for each type of Email.

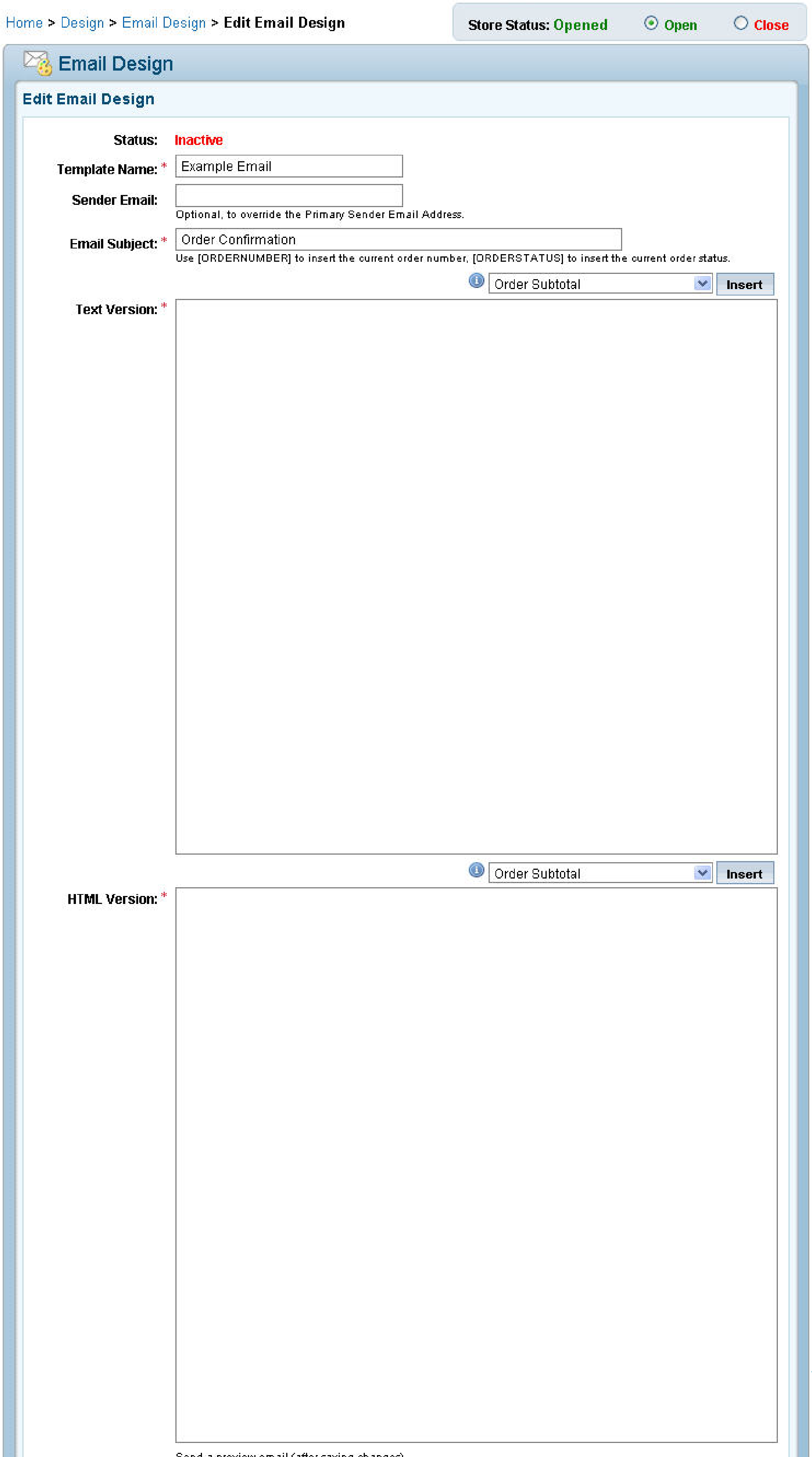
Order Confirmation Email

The Order Confirmation Email is sent immediately to your customer when they place an order on your storefront.

Create a new Order Confirmation email design
To create a new Order Confirmation Email Design:

- Enter the desired name in the Email Name field and click **Create & Edit**. This will open the Edit Email Design page.

Edit Email Design
Enter your text or custom HTML code in the Text Version or HTML fields, respectively. You can also enter useful HTML code snippits by selecting them from the dropdown box and clicking **Insert**.


Home > Design > Email Design > Edit Email Design
Store Status: Opened
Open
Close
Email Design
Edit Email Design
Status:
Inactive
Template Name: *
Example Email
Sender Email:
Optional, to override the Primary Sender Email Address.
Email Subject: *
Order Confirmation
Use [ORDERNUMBER] to insert the current order number, [ORDERSTATUS] to insert the current order status.
Order Subtotal
Insert
Text Version: *
Order Subtotal
Insert
HTML Version: *

When you are satisfied with your Email Text or HTML, click **Save** or **Save & Return**.

- Activate your new design by clicking **Activate** on the Email Design Page.

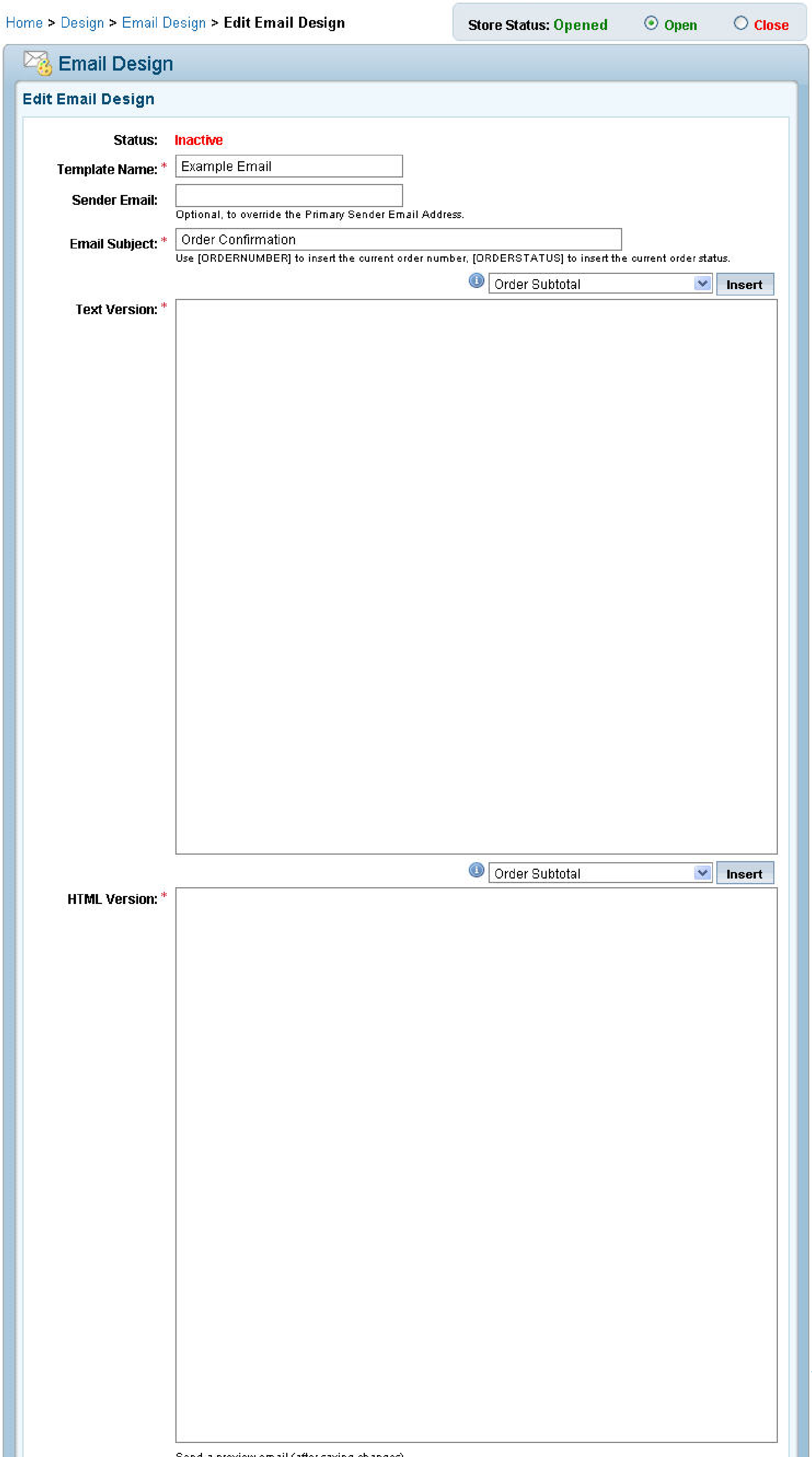
Status Change Email

Status Change email is sent to your customers when the status of their order is changed. You can specify the Email to be sent for a particular status change.

Create a new Status Change email design
To create a new Status Change Email Design:

- Enter the desired name in the Email Name field and click **Create & Edit**. This will open the Edit Email Design page.

Edit Status Change Design
Enter your text or custom HTML code in the Text Version or HTML fields, respectively. You can also enter useful HTML code snippits by selecting them from the dropdown box and clicking **Insert**.


Home > Design > Email Design > Edit Email Design
Store Status: Opened
Open
Close
Email Design
Edit Email Design
Status: Inactive
Template Name: *
Example Email
Sender Email:
Optional, to override the Primary Sender Email Address.
Email Subject: *
Order Confirmation
Use [ORDERNUMBER] to insert the current order number, [ORDERSTATUS] to insert the current order status.
Order Subtotal
Insert
Text Version: *
Order Subtotal
Insert
HTML Version: *

When you are satisfied with your Email Text or HTML, click **Save** or **Save & Return**.

- Activate your new design by clicking **Activate** on the Email Design Page.

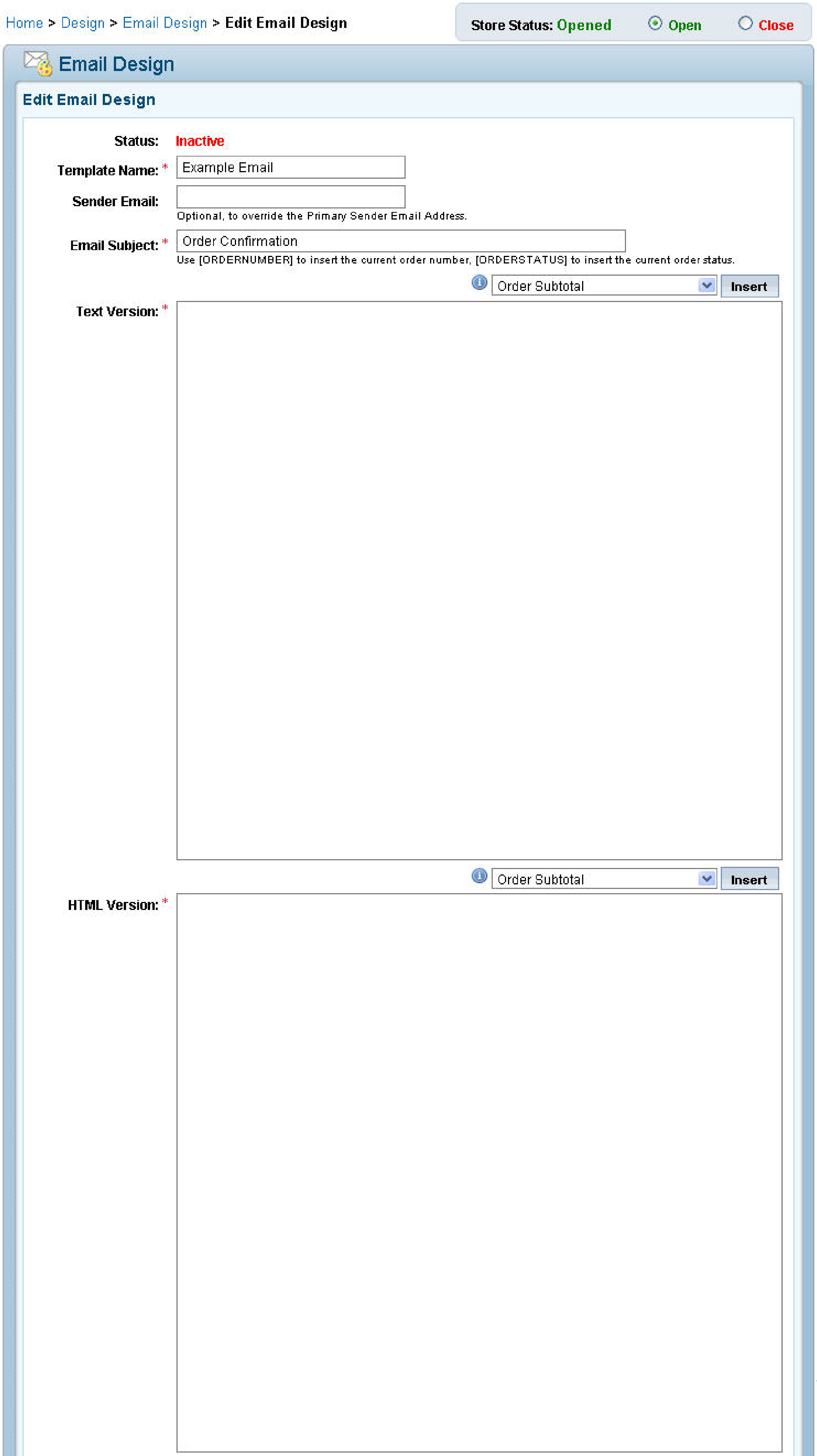
Warehouse Email

Warehouse email is sent to your customers when products in their order are tied to warehouses with settings enabled to send email. For more information on Warehouses, click here.

Create a new Warehouse email design
To create a new Warehouse Email Design:

- Enter the desired name in the Email Name field and click **Create & Edit**. This will open the Edit Email Design page.

Edit Warehouse Email Design
Enter your text or custom HTML code in the Text Version or HTML fields, respectively. You can also enter useful HTML code snippits by selecting them from the dropdown box and clicking **Insert**.


Home > Design > Email Design > Edit Email Design
Store Status: Opened
Open
Close
Email Design
Edit Email Design
Status:
Inactive
Template Name: *
Example Email
Sender Email:
Optional, to override the Primary Sender Email Address.
Email Subject: *
Order Confirmation
Use [ORDERNUMBER] to insert the current order number, [ORDERSTATUS] to insert the current order status.
Order Subtotal
Insert
Text Version: *
Order Subtotal
Insert
HTML Version: *

When you are satisfied with your Email Text or HTML, click **Save** or **Save & Return**.

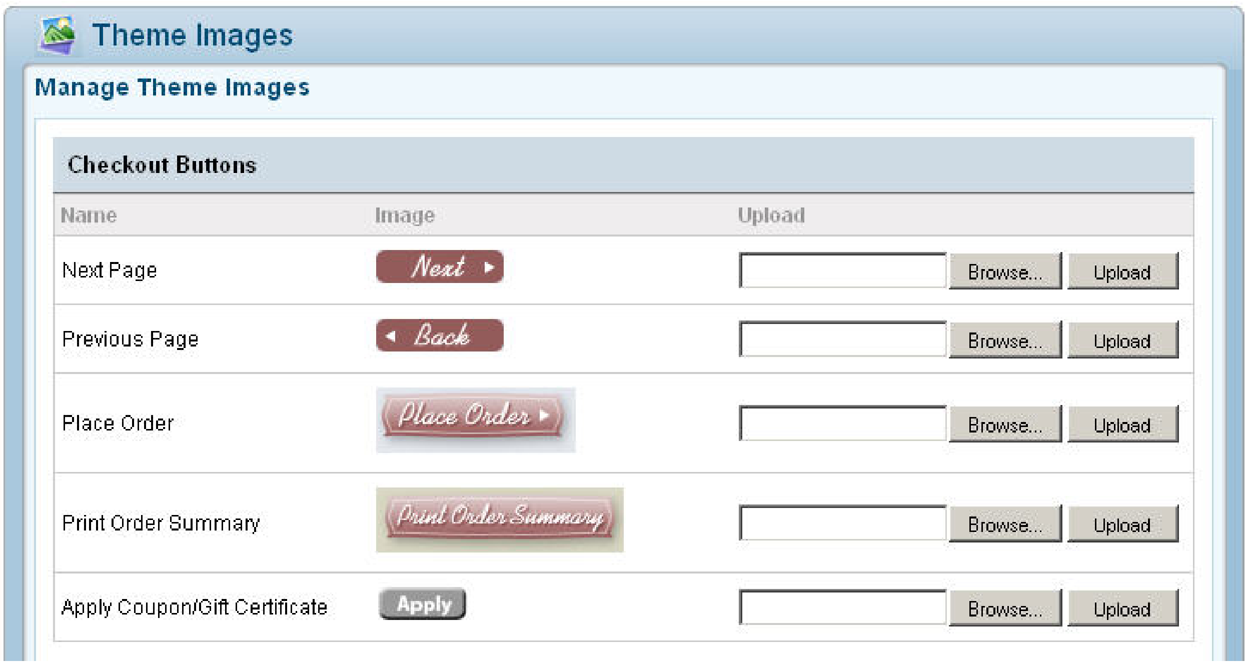
- Activate your new design by clicking **Activate** on the Email Design Page.

Theme Images

What is a Theme?

A theme is a type of template. Each template contains a set of customizable images that match the theme color and style . When you select a new theme, the associated images automatically apply. However, you can also upload custom theme images to the storefront.

Click **Browse** and select the new image from your own files.



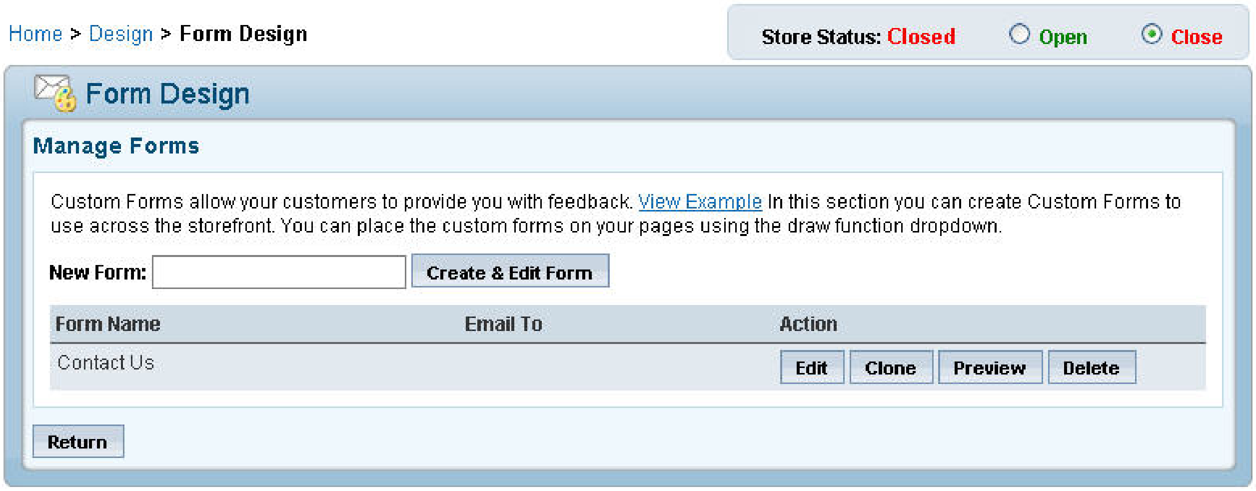
Follow these steps to select new buttons for your template.
1. Click **Browse...** in the row that shows the image you want to replace.
2. Browse to the location of the image on your pc and click **Open** in the browser window.
This action will place the location information into the Upload field.
3. Click **Upload**.
Complete this process as needed for each image you wish to replace.
When you are finished, click Return at the bottom of the screen to go back to the Site Design page.

See Also

>> Watch the Video - Edit Design: Overview

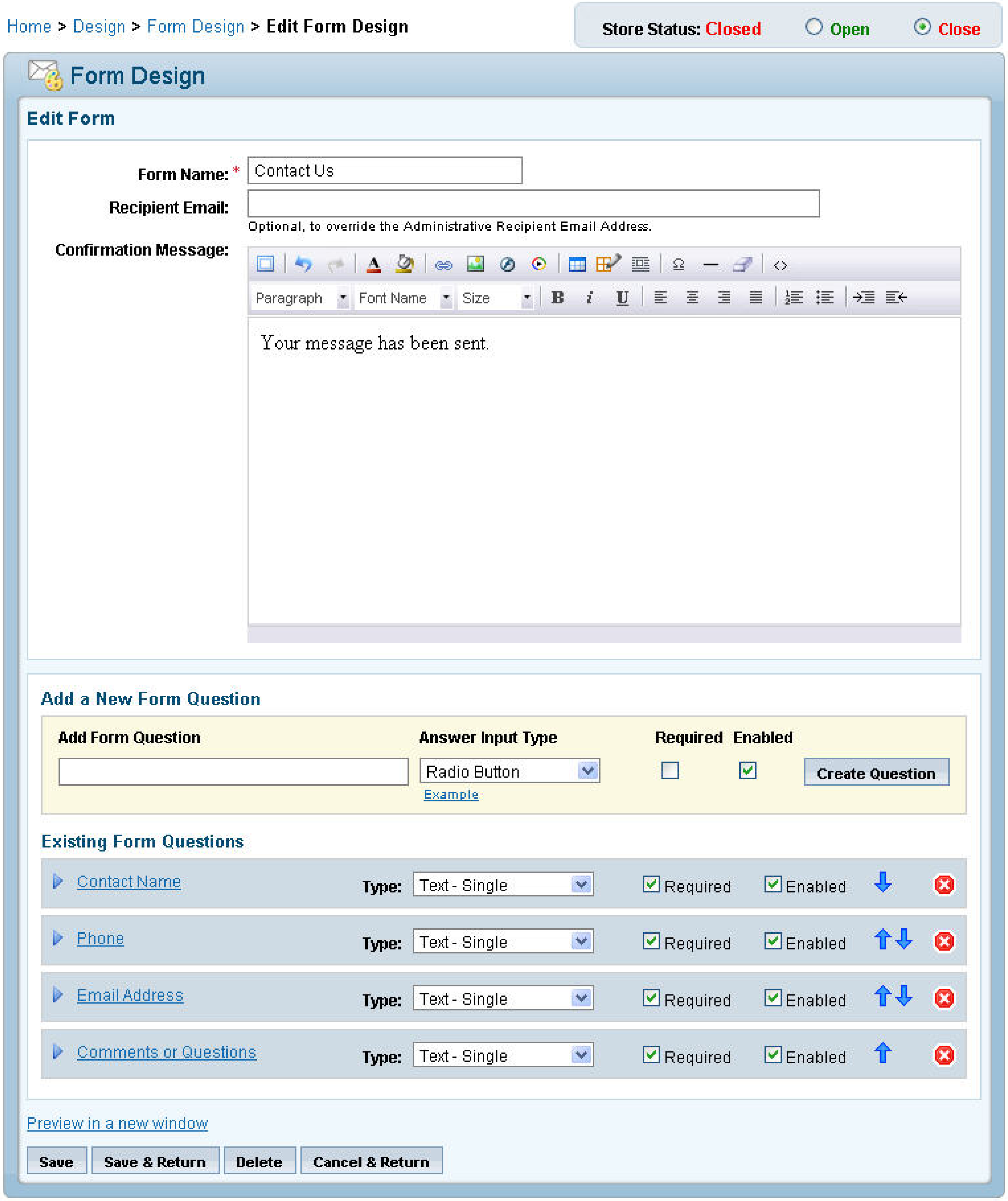
Custom Forms Design (Premium Only)

Premium Ecommerce sites can use create up to 10 custom forms which allow your customers to provide you feeback on their shopping experience in your store. Place your custom forms on your pages using the draw function dropdown.



Create a new Custom Form

To create a new Custom Form, either click the **Clone** button of an existing form or enter the name of the desired form in the New Form field and click **Create & Edit Form**. This will open the Edit Form Design page.



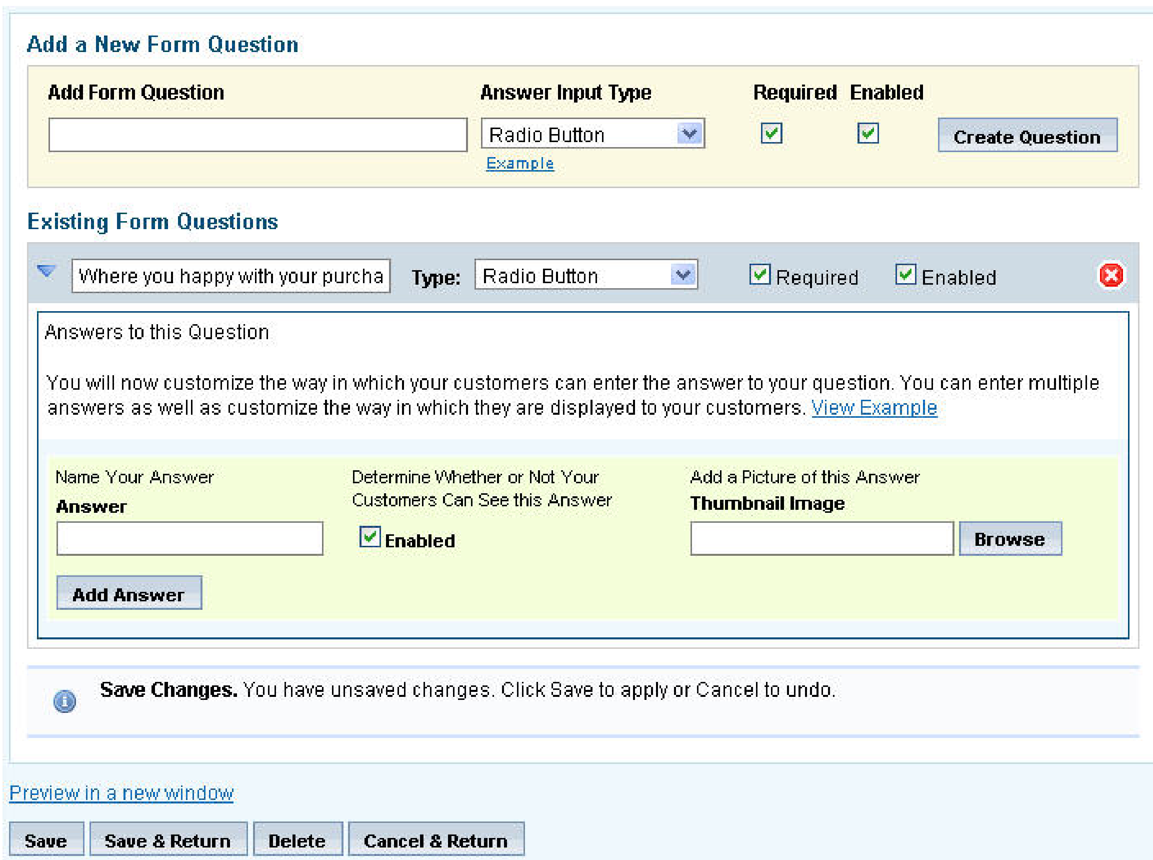
Home > Design > Form Design > Edit Form Design
Store Status: Closed
Open
Close
Form Design
Edit Form
Form Name: *
Contact Us
Recipient Email:
Optional, to override the Administrative Recipient Email Address.
Confirmation Message:
Paragraph
Font Name
Size
Your message has been sent.
Add a New Form Question
Add Form Question
Answer Input Type
Required
Enabled
Radio Button
Example
Create Question
Existing Form Questions
Contact Name
Type:
Text - Single
Required
Enabled
Phone
Type:
Text - Single
Required
Enabled
Email Address
Type:
Text - Single
Required
Enabled
Comments or Questions
Type:
Text - Single
Required
Enabled
Preview in a new window
Save
Save & Return
Delete
Cancel & Return

Editing your Custom Form

The Custom Form allows you to add a Confirmation message using the WYSIWYG editor, override your Administrative Recipient Email address, and add form questions. You can change the order that questions appear by clicking the blue arrows next to the desired order and specify whether the questions are Required or Enabled.

To Add a New Form Question:

- Enter the question and select your answer type. The following answer types are available:
  - Check box.Can be used for simple Yes or No answers.
  - Radio Button or Drop Down.The customer can select one attribute from a list of options.
  - TextCustomer can enter a free form answer. The store owner may set a max character and line length and charge per character.
- Set the answer as **required**, **enabled**, or both. Then click **Create Question**. This will open the Answers section for your new Personalization Question.

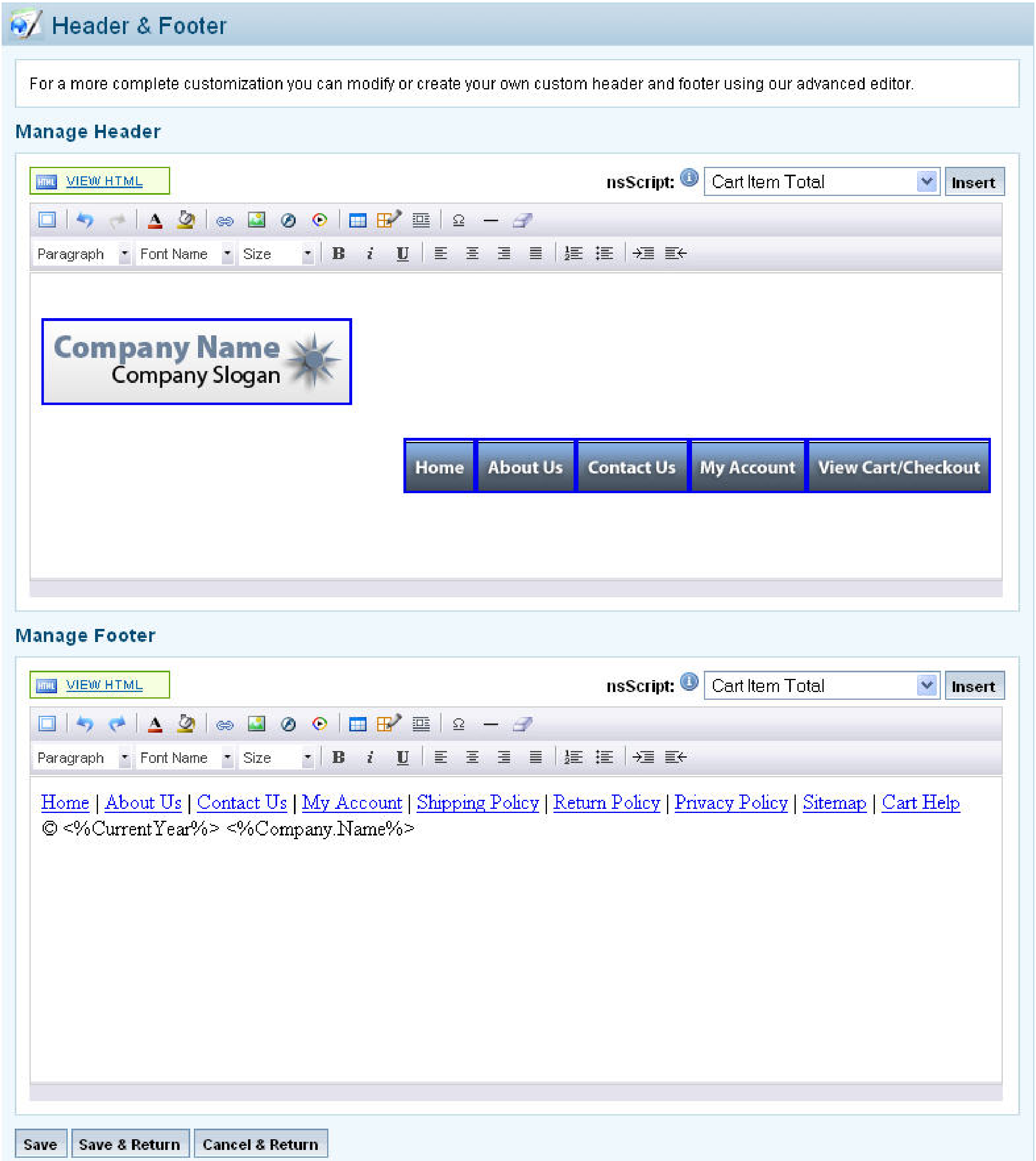


- Each answer can have it's own thumbnail associated with it. You can also enable or disable certain answers if you wish them to be hidden from your customers and set certain answers as the default selection.
- Click the **Preview in a new window** link to see your new question in it's form

When you are satisfied with your Custom Form, click **Save** or **Save & Return** button.

Header & Footer

You have the ability to customize your site design by changing the predefined header and footer applied with the template. You may edit the existing graphics or text with the WYSIWYG editor or add your own custom images.



To Modify your Header or Footer

- Choose either the Header or Footer.
- Enter your text changes via the WYSIWYG. If you wish to enter custom HTML code, make sure you click the **View HTML** button at the top of the WYSIWYG to change the editor to HTML mode.

- You can easily add images to your header or footer or replace the template's default logo by clicking the **Insert Image** button. If you are replacing your Logo, however, we suggest you use the Storefront and Invoice Logo Manager.

NOTE: The template might have code that restricts the size of the logo image in it. This code may need to be removed before adding your new image.

- Click the Save button at the bottom of the page to complete the process.

See Also

>> Watch the Video - Edit Design: Overview

SSL Certificate

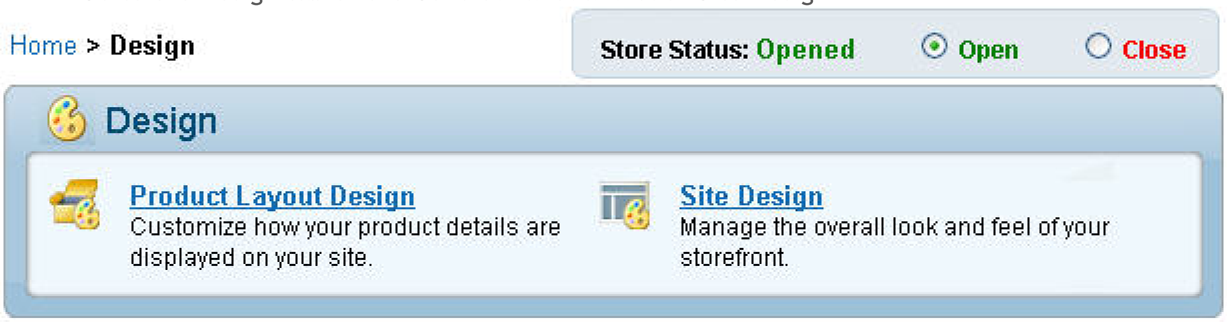
If you have purchased an SSL certificate and received your SSL certificate HTML from Network Solutions, you will need to place this HTML in a custom module.

Standard Ecommerce Users

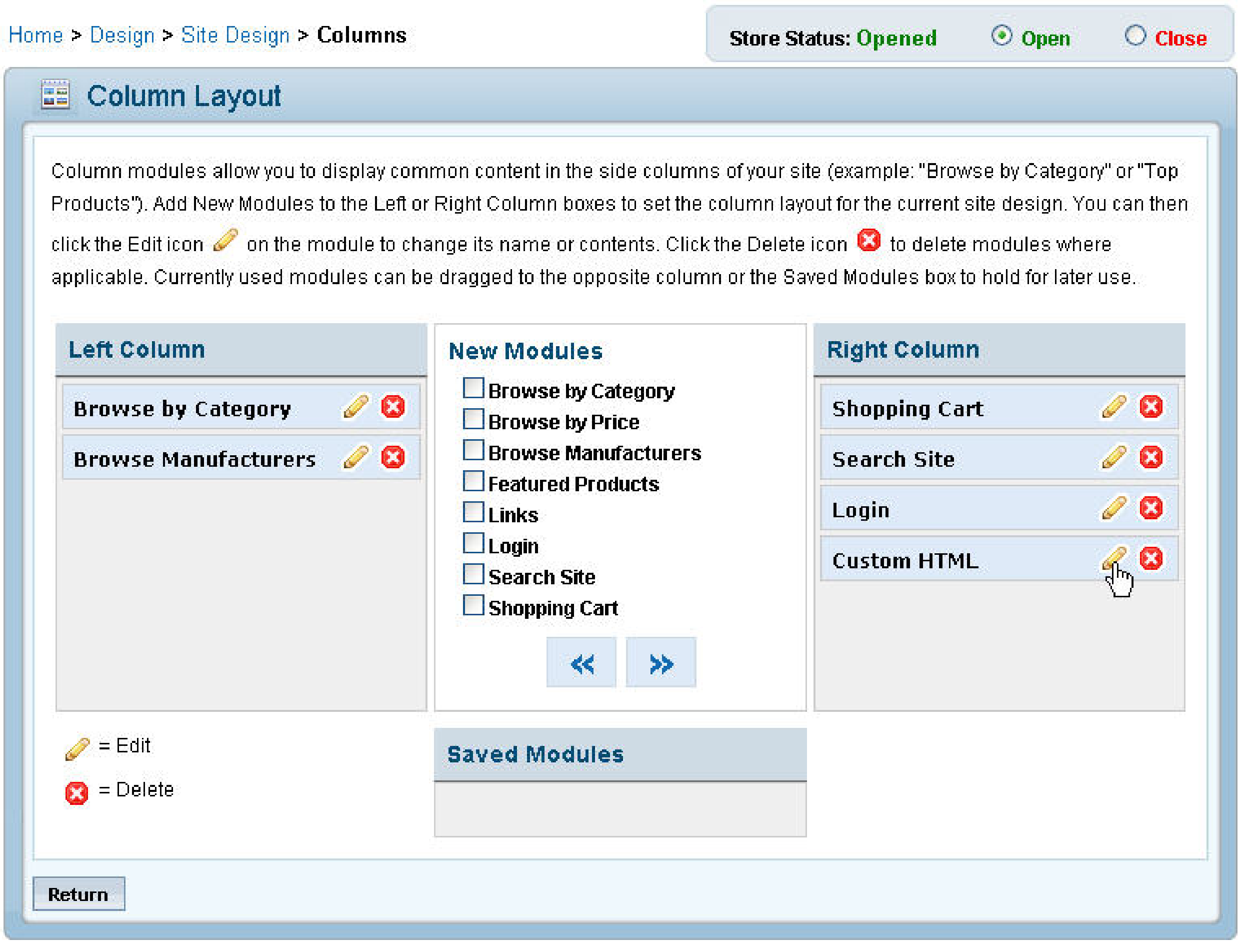
You must place your custom HTML code in your Custom HTML module and then place that module on either your left or right columns.

To Insert your SSL Certificate into your site:

- Go to the Design tab of the Control Panel and click Site Design



- Click on the Columns link under Design Options. This will open the Column Layout Manager.
- Locate your Custom HTML module. If it has not been assigned to the left or right columns, click on the check box next to the module and then click the arrow key to assign it to a column.



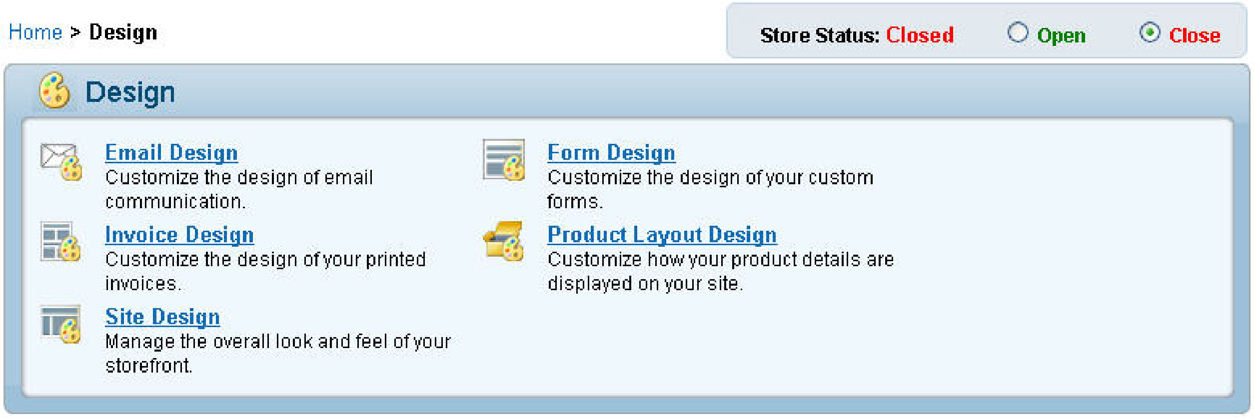
- Once your Custom HTML module has been assigned, click on the pencil icon to edit the module.
- in the Edit Custom HTML Module page, enter your SSL HTML in the HTML box and click Save or Save & Return.

Premium Ecommerce Users

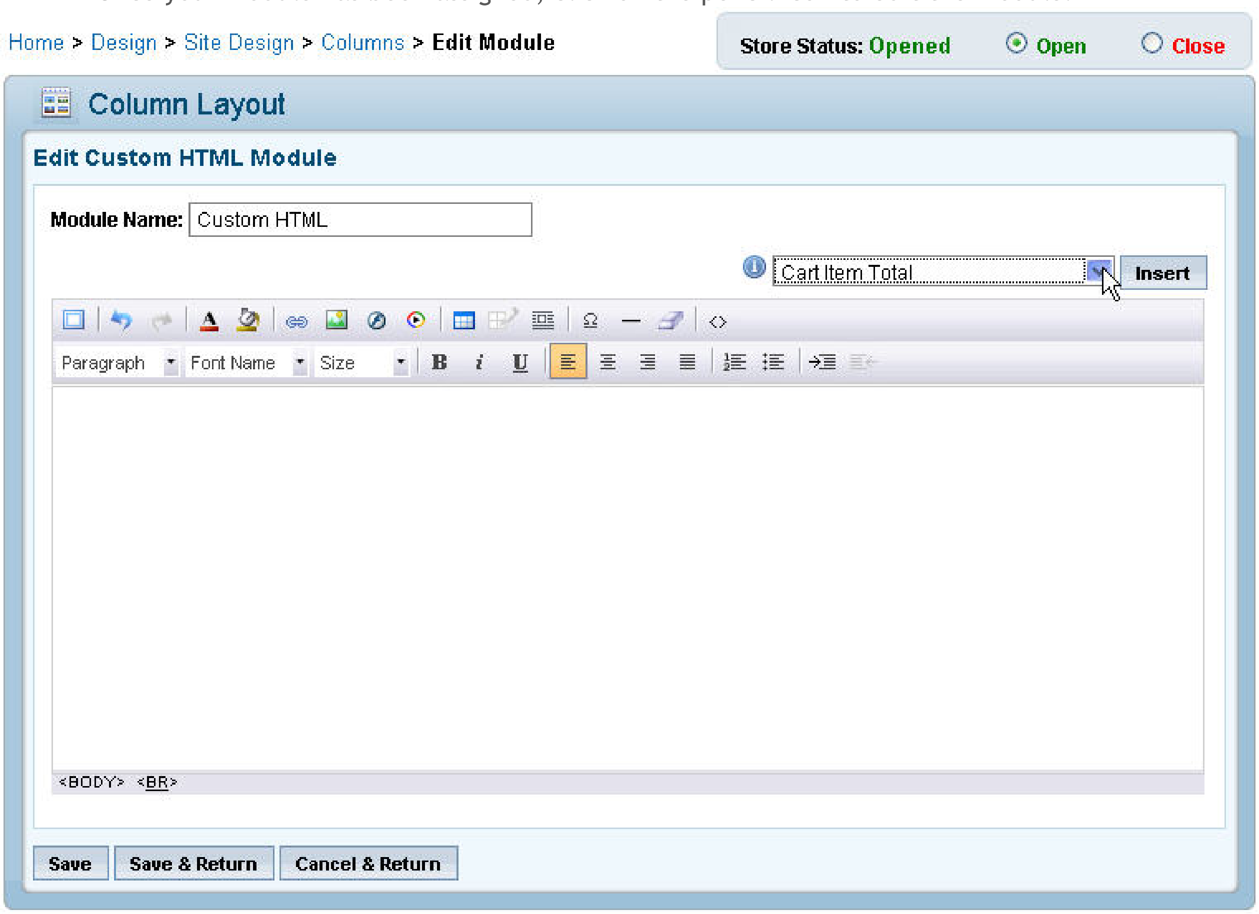
As a Premium Ecommerce users you can place their SSL HTML code in any module they choose. You must then place that module in either your left or right columns.

To Insert your SSL Certificate into your site:

- Go to the Design tab of the Control Panel and click Site Design



- Click on the Columns link under Design Options. This will open the Column Layout Manager.
- With the Pro-Ecommerce package, you can put the SSL HTML in any module you wish.
- Click on the check box next to the module you wish to place the SSL HTML in and then click the arrow key to assign it to a column.
- Once your module has been assigned, click on the pencil icon to edit the module.



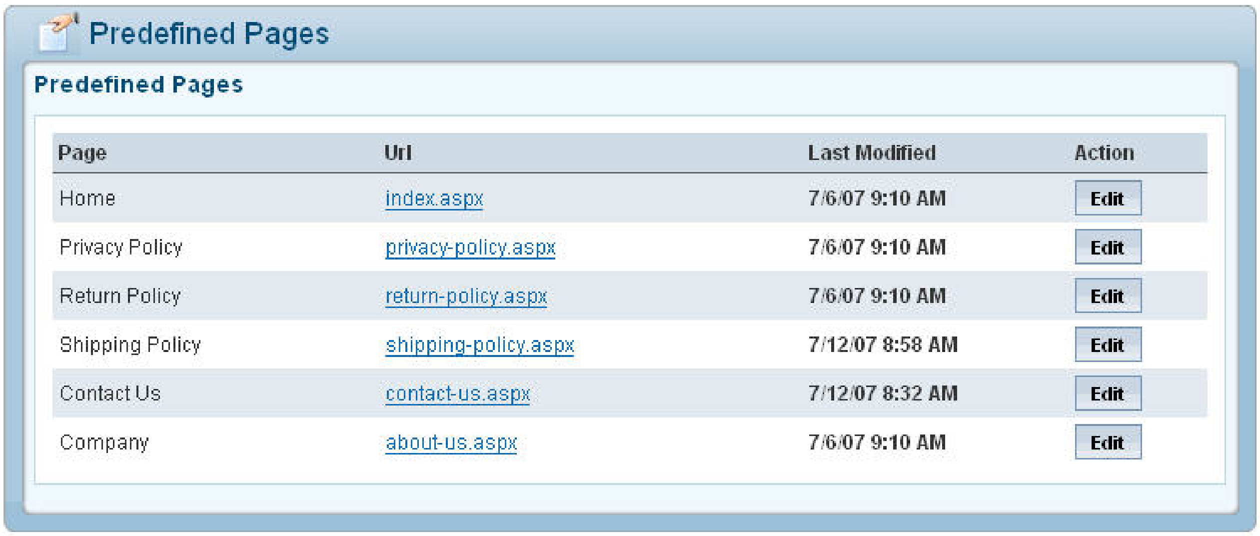
- in the Edit Custom HTML Module page, enter your SSL HTML in the HTML box and click Save or Save & Return.

Pages

Pre-defined and Custom Pages

How do I edit content on my site?

The **Pages** tab in the MCP gives you a list of editable, pre-defined pages on your site.



Predefined Pages

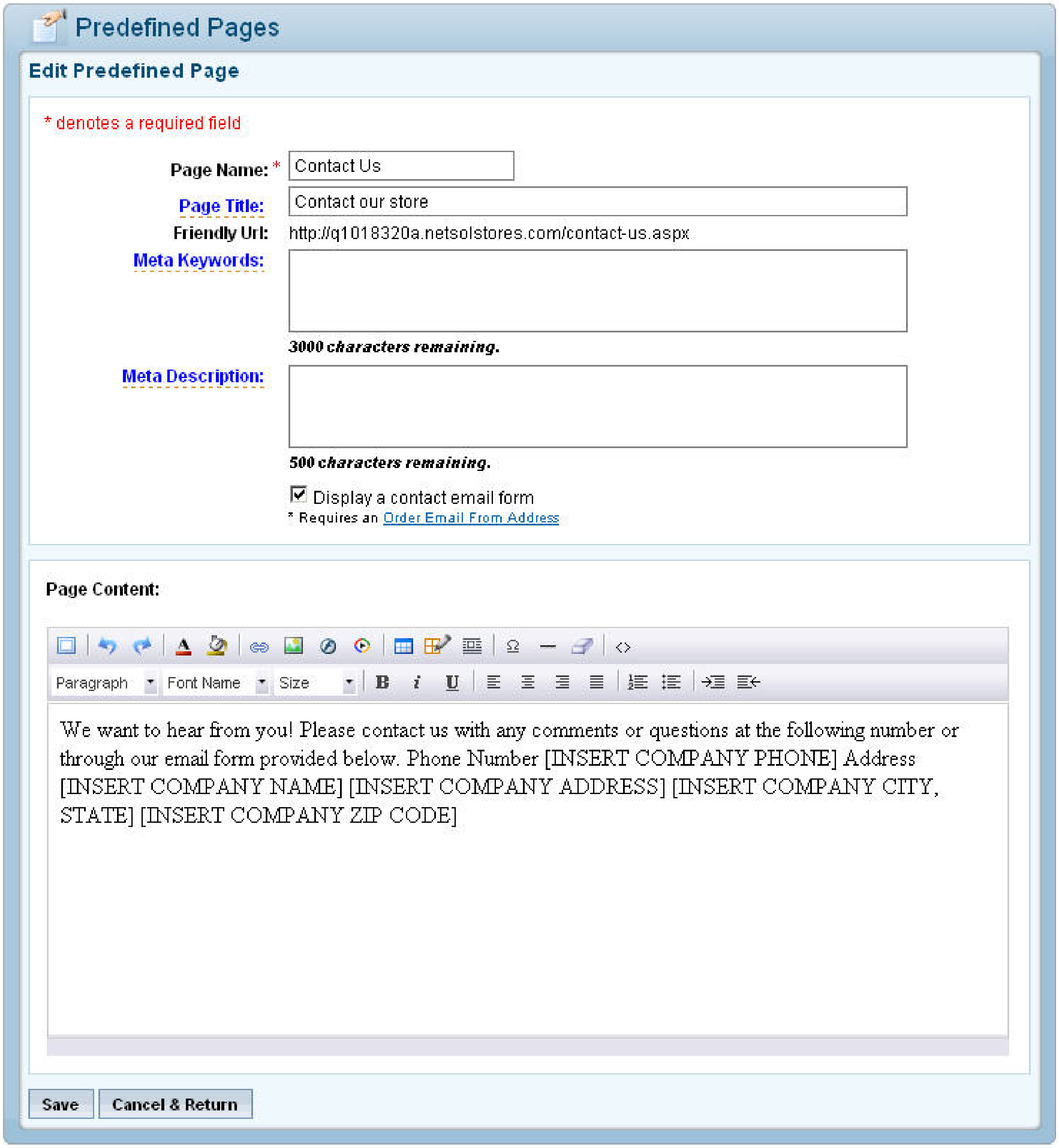
Predefined Pages

Page	Url	Last Modified	Action
Home	index.aspx	7/6/07 9:10 AM	Edit
Privacy Policy	privacy-policy.aspx	7/6/07 9:10 AM	Edit
Return Policy	return-policy.aspx	7/6/07 9:10 AM	Edit
Shipping Policy	shipping-policy.aspx	7/12/07 8:58 AM	Edit
Contact Us	contact-us.aspx	7/12/07 8:32 AM	Edit
Company	about-us.aspx	7/6/07 9:10 AM	Edit

Premium Ecommerce allows editing of the following pages: **My Account, My Profile, Order History, Order Detail, Forgot Your Password?, Search, Register, Change Password, Your Shopping Cart, Sign In, Checkout, Shopping Cart Help, Sitemap, Store Offline, Page Not Found**.

Editing Content

To change the default content, click next to the page you wish to modify. The page editor will open and from here you can edit the **Page Name**, Title, **Meta Keywords**, **Meta Description**, and add custom content of your own with the WYSIWYG editor.
NOTE: The WYSIWYG Editor appears for Premium Ecommerce only.



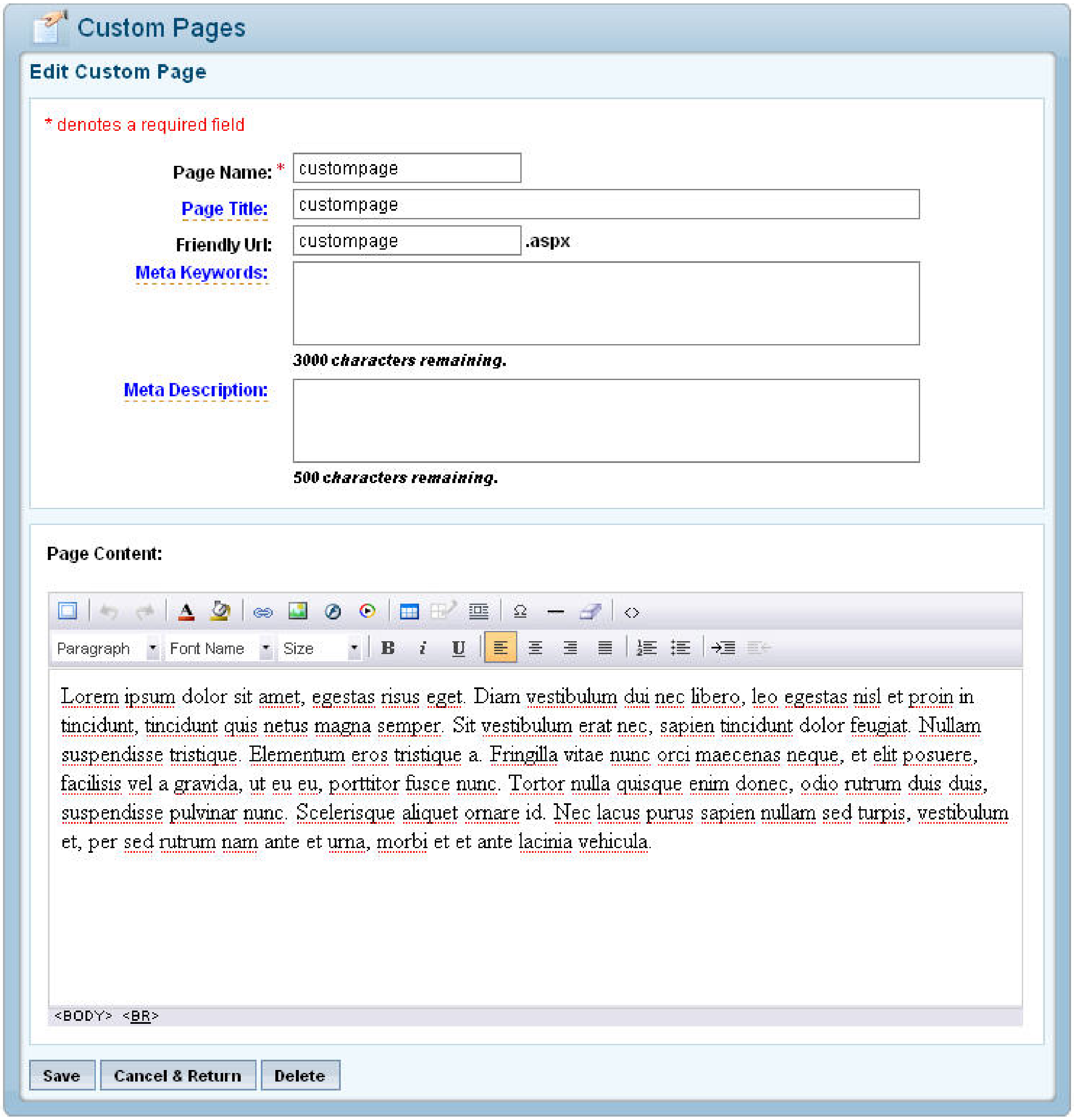
Once you have entered your desired changes click **Save** to return to the Content Manager.

How can I create a custom page?

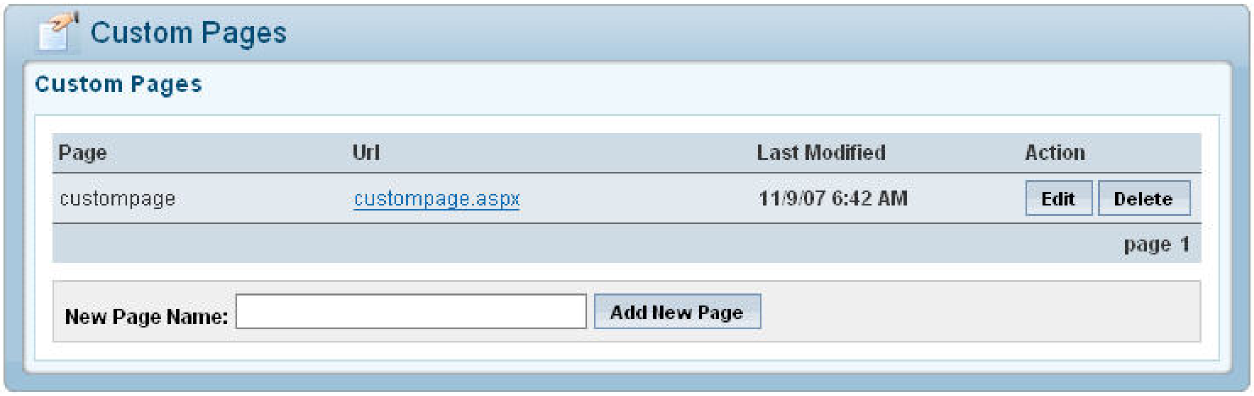
In addition to pre-defined pages, you can create your own custom pages for your storefront with Ecommerce Premium. The left-hand menu displays a link to **Custom Pages**.

Click on **Custom Pages** to open the Content Manager.

Enter the name of the new page you wish to create and click **Add New Page**. The page editor opens with editable fields for **Page Name**, **Title**, **URL**, **Meta Keywords**, **Meta Description**, and the **WYSIWYG editor**.



When you are finished, click **Save** to return to the Content Manager. You will see your newly created pages on the Custom Pages list.


Custom Pages
Custom Pages
Page
Url
Last Modified
Action
custompage
custompage.aspx
11/9/07 6:42 AM
Edit
Delete
page 1
New Page Name:
Add New Page

.

Advanced Topics

nsScript

nsScript is an advanced feature that allows you to use dynamic variables and conditionals to customize certain aspects of your site. In nsScript individual variables, conditionals, and sections are referred to as functions. Basic uses of nsScript are explained below.

Operators

Arithmetic Operators

+ Addition Example: <% Product.ImageCount + 2 %>
- Subtraction Example: <% Product.ImageCount - 2 %>
* Multiplication Example: <% Product.ImageCount * 2 %>
/ Division Example: <% Product.ImageCount / 2 %>
% Modulus Example: <ns:if condition “Product.ImageCount % 2 = 1"></ns:if>

Assignment Operators

= Equals Example: <ns:if condition “Customer.Notes =’ ‘">
!= Not Equal Example: <ns:if condition “Customer.Notes !=’ ‘">
|| Or Example: <ns:if condition=" Product.HasOnSalePromo || Product.HasTaxFreePromo"></ns:if>
&& And Example: <ns:if condition="Product.DisplayImageUrl != ‘ ‘ && Product.CustomerPrice > 10.00"></ns:if>

Conditionals

In addition to a section’s pre-defined Conditionals, any of that section’s values can be used in a conditional statement. Below is an example using the customer notes value in the Invoice Design section.

Example:

```
<ns:if condition="Customer.Notes != ‘ ‘"><!-- do things -->
</ns:if>
```

The Choose statement can be used to create a more complex conditional. In ns:Script the Choose When/Otherwise block is used in place of the common If/Else statement.

Example:

```
<ns:choose>
    <ns:when condition="Product.ImageCount > 1">View More Images</ns:when>
    <ns:otherwise>View Larger Image</ns:otherwise>
</ns:choose>
```

Using JavaScript

nsScript can also be used within JavaScript.

Example:

```
<script type="text/javascript">
var prodId = <% Product.Id %>;
if (prodId = '120'){
        document.getElementById('message').innerHTML = "Hello World";
}
</script>
```

Click on a link below for information on using nsScript specific to various areas of your site.

Basic Functions	Module Functions
Content Area Functions	Order Functions
Invoice Functions	Product Design Functions

Basic Functions

Basic functions can be used anywhere on the storefront where functions are allowed. This includes; page content, module HTML content, header/footer HTML, product layout, and order confirmation messages.

Values:

Example:

```
<%Company.Name%>
```

Available Values:

- CurrentThemePath (String)
- Company.Name (String)
- User.FirstName (String)
- User.LastName (String)
- User.Name (String)
- Cart.Count (Integer)
- Cart.Total (Decimal)

Conditionals (Predefined):

Example:

```
<ns:if condition="User.IsLoggedIn"><!-- do things --></ns:if>
```

Available Predefined Conditional:

- User.IsLoggedIn (True/False)

Content Area Functions

Content Area functions can be used only on the page content that is displayed in the center column.

Quick Order

Quick Order allows you to display multiple products on one page for faster purchases. Ten products will be displayed per page. Customers can specify the product quantities needed and click the Add to Cart button once at the bottom of each page.

Example:

```
<ns:QuickOrder showimages="true" showdescriptions="true" showstockmessage="true" />
```

Syntax:

- ns:QuickOrder

Parameters:

- showimages - true/false, true default
- showdescriptions - true/false, true default
- showstockmessage - true/false, true default
- showcategoryselector - true/false, true default
- showsearch - true/false, true default
- pagesize - string
- initialcategoryid - null

For an example on how to create a Quick Order custom page, please click here.

Invoice Functions

Invoice functions can be only used for Invoice Design.

Values:

Example:

<%Order.Number%>

Order Values

- Logo (String)
- Order.Number (String)
- Order.Subtotal (String)
- Order.TaxableSubtotal (String)
- Order.Discount (String)
- Order.Shipping (String)
- Order.Handling (String)
- Order.ShippingAndHandling (String)
- Order.Tax (String)
- Order.GiftCertificateTotal (String)
- Order.Total (String)
- Order.Date (String)
- Order.Status (String)
- Order.TrackingNumber (String)
- Order.ShippingMethod (String)
- Order.IpAddress (String)
- Order.SalesRep (String)
- Customer.Email (String)
- Customer.Notes (String)

Billing Values

- Billing.FirstName (String)
- Billing.LastName (String)
- Billing.Company (String)
- Billing.Address1 (String)
- Billing.Address2 (String)
- Billing.City (String)
- Billing.State (String)
- Billing.PostalCode (String)
- Billing.Phone (String)

Shipping Values

- Shipping.FirstName (String)
- Shipping.LastName (String)
- Shipping.Company (String)
- Shipping.Address1 (String)
- Shipping.Address2 (String)
- Shipping.City (String)
- Shipping.State (String)

- Shipping.PostalCode (String)
- Shipping.Phone (String)

Payment Values

- Payment.Method (String)
- Payment.Status (String)
- Payment.Details (String)

Conditionals (Predefined):

Example:

```
<ns:if condition="Order.HasCheckoutQuestions"><!-- do things --></ns:if>
```

Available Predefined Conditional:

- Order.HasCheckoutQuestions (Boolean)

Sections:

Example:

```
<ns:InvoiceItemDetails />
```

Available Sections:

- InvoiceItemDetails
- InvoiceCheckoutQuestions

Module Functions

Module functions can only be used on the header, footer, and left and right columns Custom HTML module.

Login Module

Example:

```
<ns:Login layout="vertical" logouttext="Logout" />
```

Syntax:

- ns:Login

Parameters:

- layout - vertical (default), horizontal
- logouttext - "Logout" (default)

Search Modules

Examples:

- Manufacturer dropdown:
  ```
  <ns:Search type="manufacturers" />
  ```
- Shopping List search:
  ```
  <ns:Search type="shoppinglist" />
  ```
- Basic search:
  ```
  <ns:Search type="custom" text="Search:" />
  ```

Syntax:

- ns:Search

Parameters:

- type - regular (default), custom, manufacturers, shoppinglist
- text = "Search:" (default) * only used with custom

Shopping Cart Module

Example:

```
<ns:ShoppingCart showshippingestimate="true" />
```

Syntax:

- ns:ShoppingCart

Parameters:

- showshippingestimate - false (default), true

Categories Module

Example:

```
<ns:Categories depth="2" expanded="false" />
```

Syntax:

- ns:Categories

Parameters:

- depth - 1, 2 (default), 3, 4, 5
- expanded - false (default), true

Order Functions

Order functions can only be used on the payment method confirmation message field.

Values:

Example:

<%Order.Subtotal%>

Available Values:

- Order.Subtotal (Decimal)
- Order.TaxableSubtotal (Decimal)
- Order.Discount (Decimal)
- Order.Shipping (Decimal)
- Order.Handling (Decimal)
- Order.ShippingAndHandling (Decimal)
- Order.Tax (Decimal)
- Order.GiftCertificateTotal (Decimal)
- Order.Total (Decimal)
- Order.Number (String)

Product Design Functions

Product Layout Design functions can only be used on the Product Layout Design Layout HTML field.

**Note: There are three required Sections for all product layout: Add to Cart, Personalization, and Variations.

Values:

Example:

<%Product.Id%>

Available Values:

- Product.Id (String)
- Product.Name (String)
- Product.CategoryID (Integer)
- Product.CategoryName (String)
- Product.DisplayNextAndPrevious (Boolean)
- Product.PreviousProductUrl (String)
- Product.Type (String)
- Product.StockMessage (String)
- Product.ManufacturerLogoURL (String)
- Product.ManufacturerName (String)
- Product.ManufacturerNameLabel (String)
- Product.ManufacturerPartNumber (String)
- Product.ManufacturerPartNumberLabel (String)
- Product.PartNumber (String)
- Product.PartNumberLabel (String)
- Product.QuantityDiscountsLabel (String)
- Product.MsrpPrice (Decimal)
- Product.MsrpPriceLabel (String)
- Product.CustomerPrice (Decimal)
- Product.VariationPriceLow (Decimal)
- Product.VariationPriceHigh (Decimal)
- Product.CustomerPriceText (String)
- Product.CustomerPriceLabel (String)
- Product.SalePrice (Decimal)
- Product.SalePriceLabel (String)
- Product.SavingsPercentage (Integer)
- Product.SavingsAmount (Decimal)
- Product.SavingsText (String)
- Product.SavingsLabel (String)
- Product.ShortDescription (String)
- Product.LongDescription (String)
- Product.ImageCount (Integer)
- Product.UnavailableImageUrl (String)
- Product.ThumbnailImageUrl (String)
- Product.DisplayImageUrl (String)
- Product.DetailedImageUrl (String)
- Product.DetailedImageGalleryUrl (String)
- Product.ImageCaption (String)

- Product.ImageAlternateText (String)
- Product.VariationsLabel (String)
- Product.PersonalizationLabel (String)
- Product.FreeShippingPromoImageUrl (String)
- Product.OnSalePromoImageUrl (String)
- Product.TaxFreePromoImageUrl (String)
- Product.EmailAFriendUrl (String)

Conditionals (Predefined):

Example:

```
<ns:if condition="Product.HasPersonalization"><!-- do things --></ns:if>
```

Available Predefined Conditionals:

- Product.HasPersonalization (True/False)
- Product.HasShoppingLists (True/False)
- Product.HasReviews (True/False)
- Product.HasRatings (True/False)
- Product.HasRelatedProducts (True/False)
- Product.HasVariations (True/False)
- Product.HasSavings (True/False)
- Product.HasSalePrice (True/False)
- Product.HasCustomerPrice (True/False)
- Product.DisplayManufacturer (True/False)
- Product.DisplayEmailAFriend (True/False)
- Product.HasMsrpPrice (True/False)
- Product.HasQuantityDiscounts (True/False)
- Product.HasFreeShippingPromo (True/False)
- Product.HasOnSalePromo (True/False)
- Product.HasTaxFreePromo (True/False)
- Product.CanBePurchased (True/False)

Sections:

Example:

```
<ns:ProductRating />
```

Available Functions:

- ProductRating
- ProductReviews
- ProductPersonalization
- ProductVariations
- ProductAddToShoppingList
- ProductAddToCart
- ProductQuantityDiscounts
- ProductRelatedProducts

Email Design Functions

Email design functions can be only used for Email Design..

Values:

Example:

<%Order.Number%>

Order Values

- Logo (String)
- Order.Number (String)
- Order.Subtotal (String)
- Order.TaxableSubtotal (String)
- Order.Discount (String)
- Order.Shipping (String)
- Order.Handling (String)
- Order.ShippingAndHandling (String)
- Order.Tax (String)
- Order.GiftCertificateTotal (String)
- Order.Total (String)
- Order.Date (String)
- Order.Status (String)
- Order.TrackingNumber (String)
- Order.ShippingMethod (String)
- Order.IpAddress (String)
- Order.SalesRep (String)
- Customer.Email (String)
- Customer.Notes (String)

Billing Values

- Billing.FirstName (String)
- Billing.LastName (String)
- Billing.Company (String)
- Billing.Address1 (String)
- Billing.Address2 (String)
- Billing.City (String)
- Billing.State (String)
- Billing.PostalCode (String)
- Billing.Phone (String)

Shipping Values

- Shipping.FirstName (String)
- Shipping.LastName (String)
- Shipping.Company (String)
- Shipping.Address1 (String)
- Shipping.Address2 (String)
- Shipping.City (String)
- Shipping.State (String)

- Shipping.PostalCode (String)
- Shipping.Phone (String)

Payment Values

- Payment.Method (String)
- Payment.Status (String)
- Payment.Details (String)

Conditionals (Predefined):

Example:

```
<ns:if condition="Order.HasCheckoutQuestions"><!-- do things --></ns:if>
```

Available Predefined Conditional:

- Order.HasCheckoutQuestions (Boolean)

Sections:

Example:

```
<ns:InvoiceItemDetails />
```

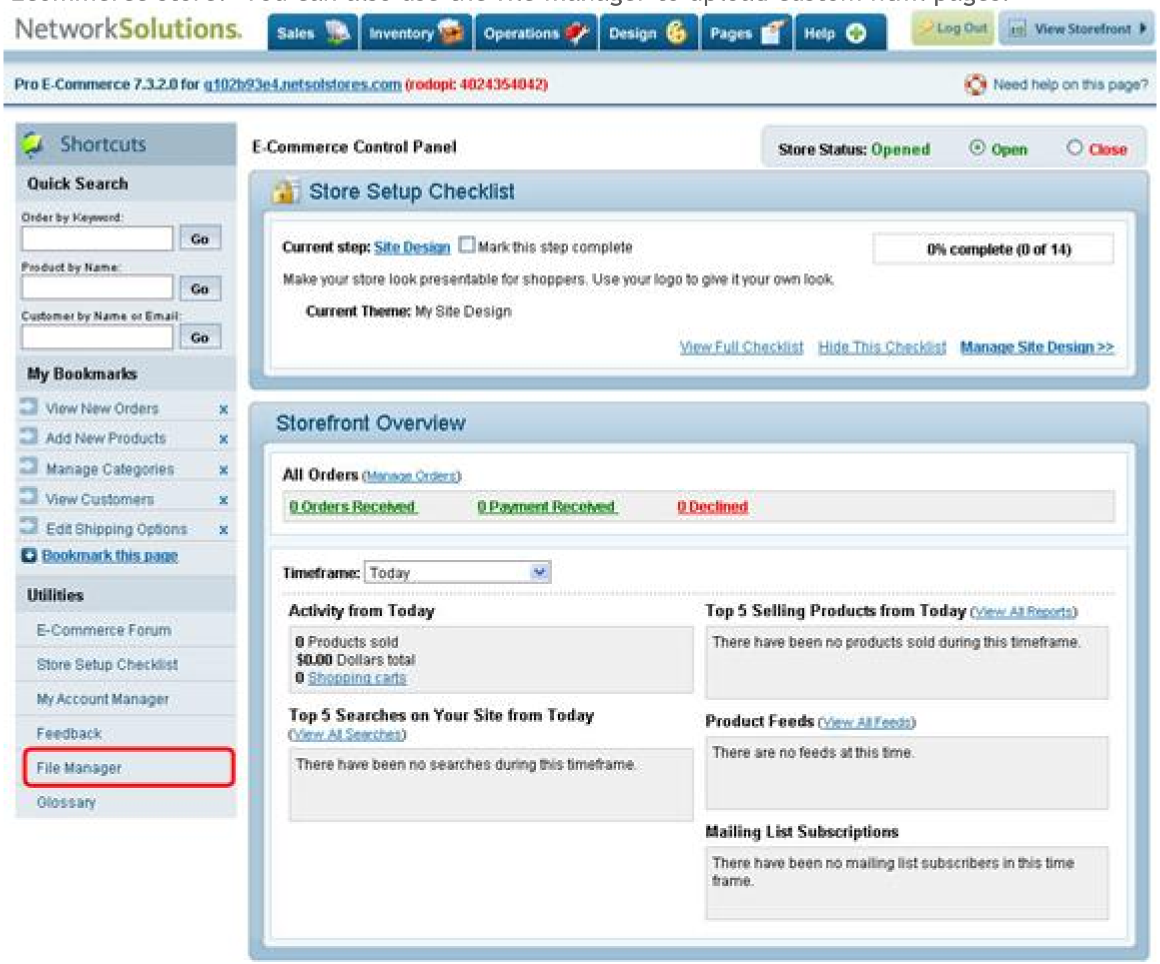
Available Sections:

- InvoiceItemDetails
- InvoiceCheckoutQuestions

Videos and Utilities

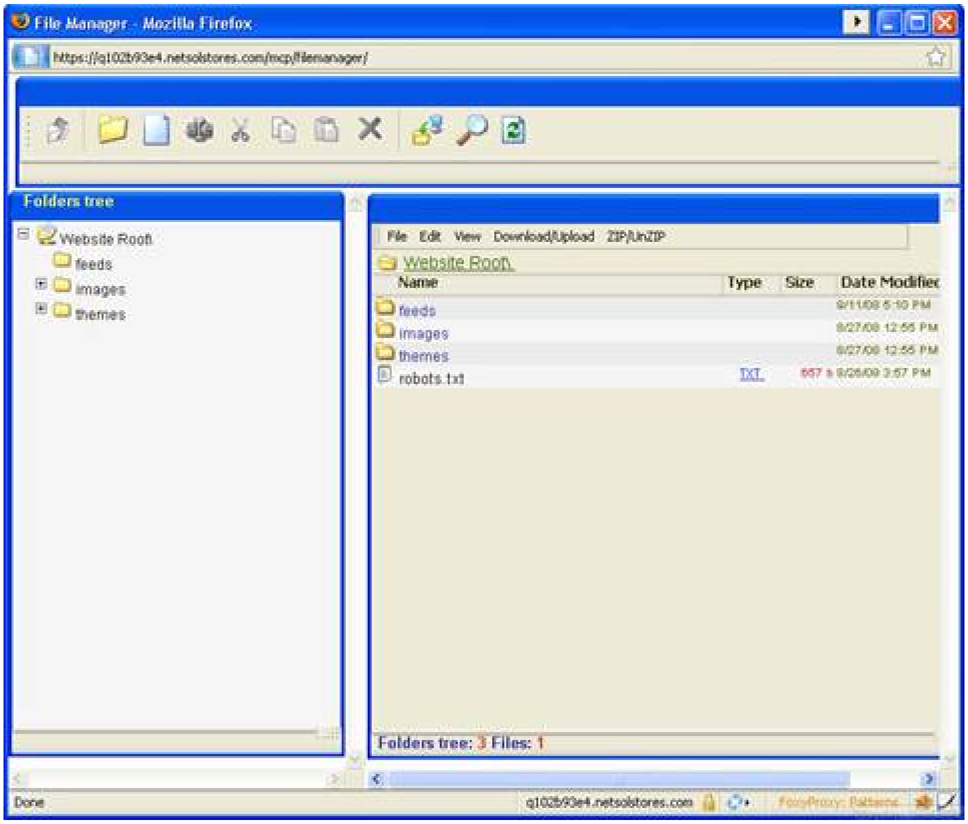
File Manager

The File Manager is the tool you use for uploading images, files, e-products, themes, and other data to your Ecommerce store. You can also use the file manager to upload custom html pages.

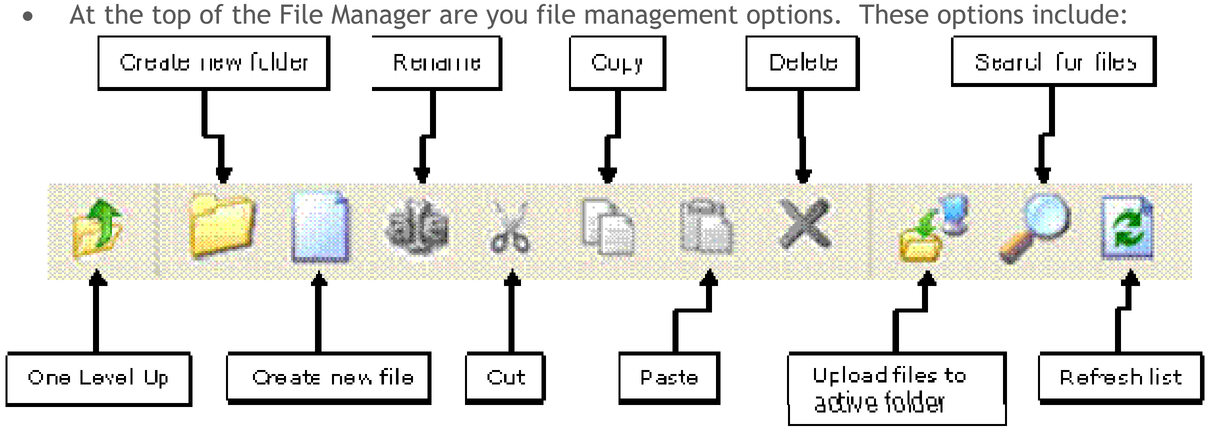


Using the File Manager

- Click on the File Manager Link, located in the lower left hand side of the Control Panel, under the Utilities headline. This will open the File Manager.



- The left side of the File Manager is the Folders Tree, which shows you which folders are contained in your website Root directory. The right side of the File Manager shows the contents of the selected folder.
- At the top of the File Manager are you file management options. These options include:

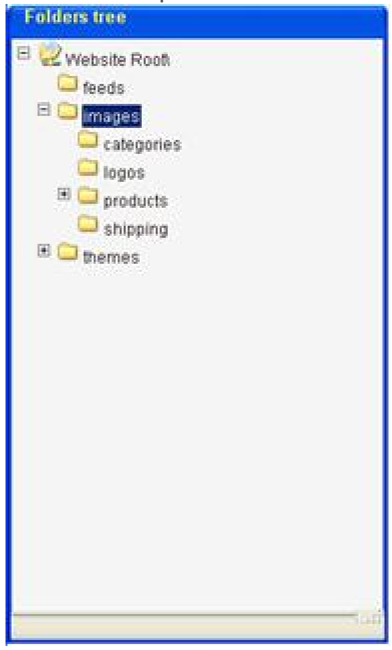


Uploading your product images

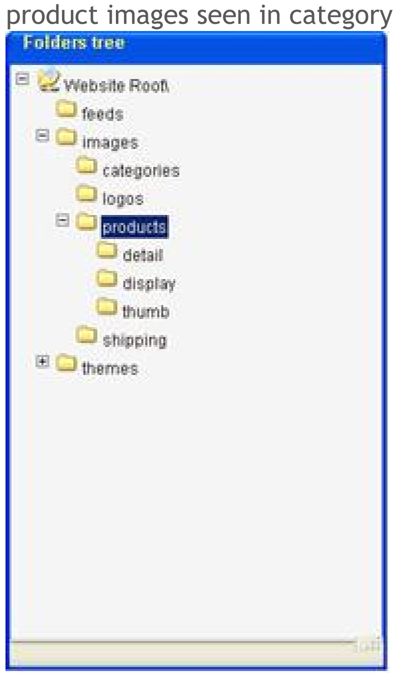
One of the primary uses clients have for the File Manager is uploading images for their products. Although you can browse to the image files as you create your products, using the file manager allows you to upload more than one product image at a time.

To Upload your product images

- Open the file manager from the Control Panel Utilities bar. Select the "images" folder. In the "images" folder, you can place images for categories, logos, products, and shipping, or create your own folder if you wish. Select the "products" folder.

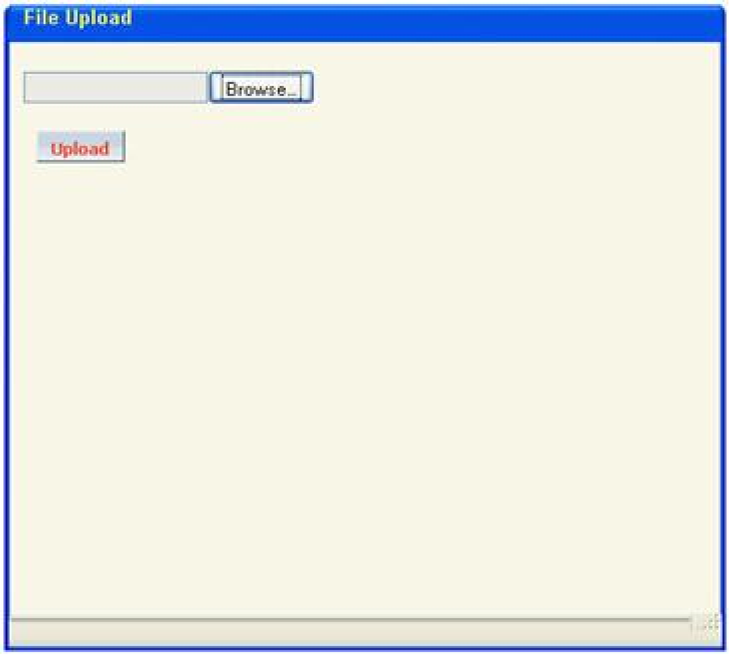


- Each of your products can have a detail, display and thumbnail picture, all of which can be different if you choose.
    - **Detail** – Product image seen at the detail level of the product (when a customer goes to the specific product page.
    - **Display** – Product image seen in the image gallery for the product.
    - **Thumb** – Thumbnail product images seen in category view of the product.

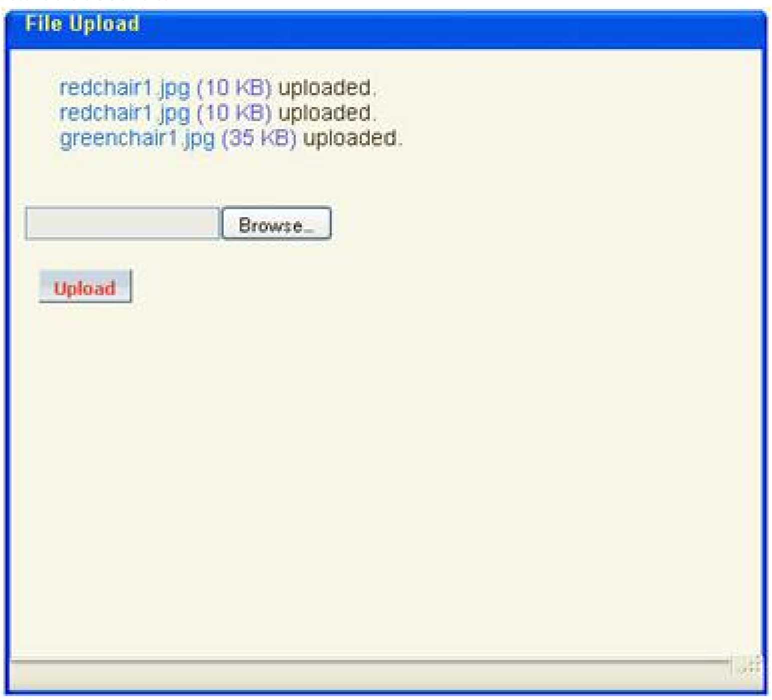


- Select the desired folder.

- Click the “Upload files to active folder” icon at the top of the file manager or select the Download/Upload option on the display section of the file manager and select upload. This will open the file upload popup.



- Click the browse button and navigate to the product images you wish to upload. You may upload more than one image at a time.
- Once you have completed your uploads, the upload manager will display a message telling you the upload was successful.



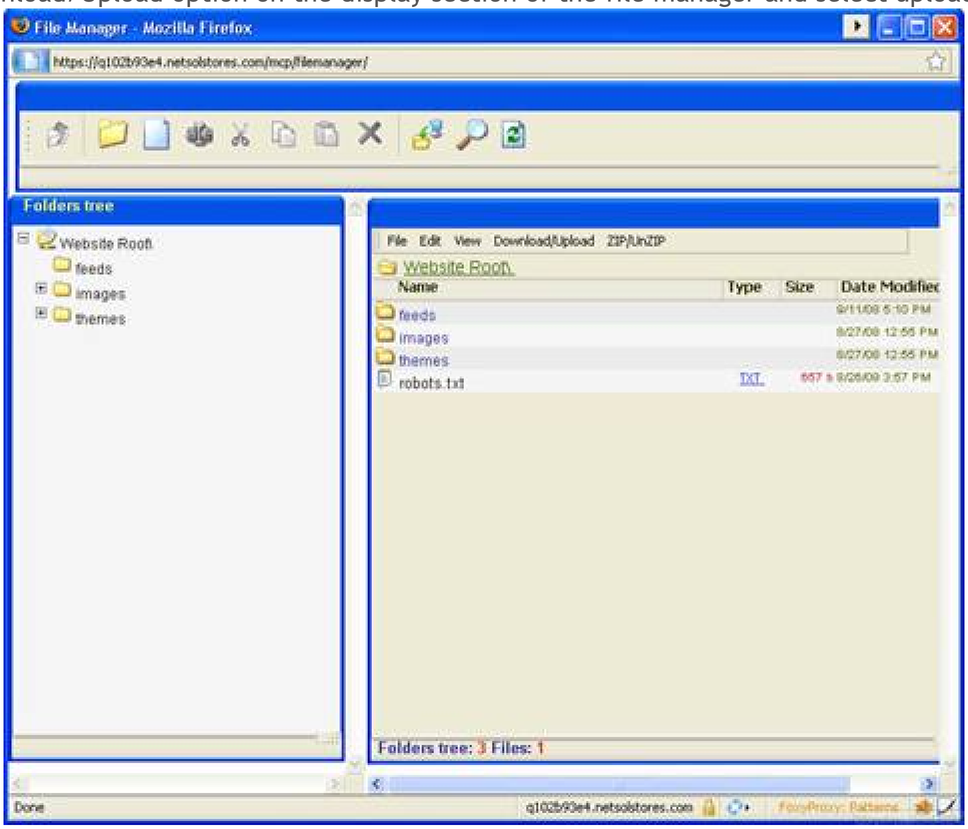
- In the file manager, you will see folder view has been updated with your recently uploaded files. When you are finished uploading files, close the file manager and return to your Ecommerce Control Panel.

Upload a Custom HTML Page

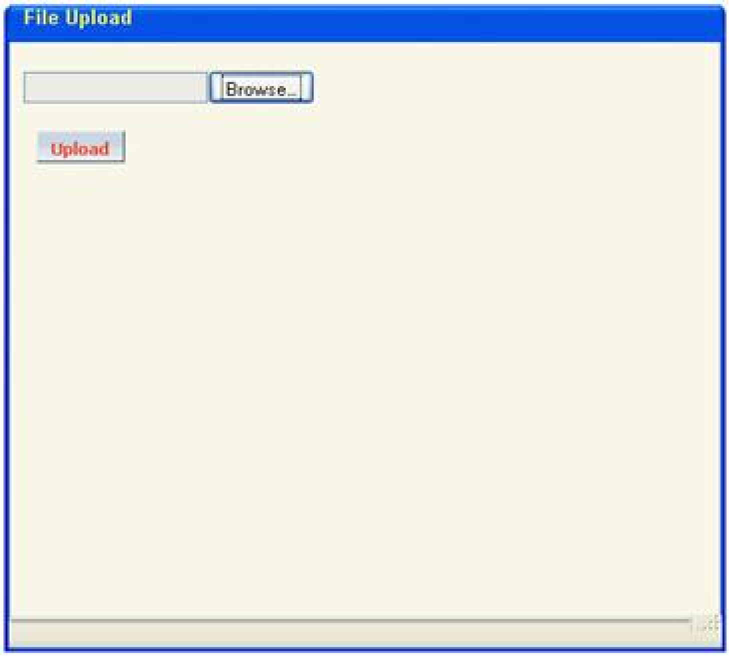
You can upload a custom HTML page in much the same way that you would upload any other item to your site by using the file manager uploading the .htm or .html page to your site. On your site you will need to create a link so that customers can visit your custom html page. You can place your custom html page anywhere on the site, but you will need to remember the path so that when you create links to the page in your storefront, your URL will be correct. Usually the website root folder (the folder that you automatically seen when you first open the File Manager) is the best option.

To Upload your Custom HTML Page

- Click the "Upload files to active folder" icon at the top of the file manager or select the Download/Upload option on the display section of the file manager and select upload.

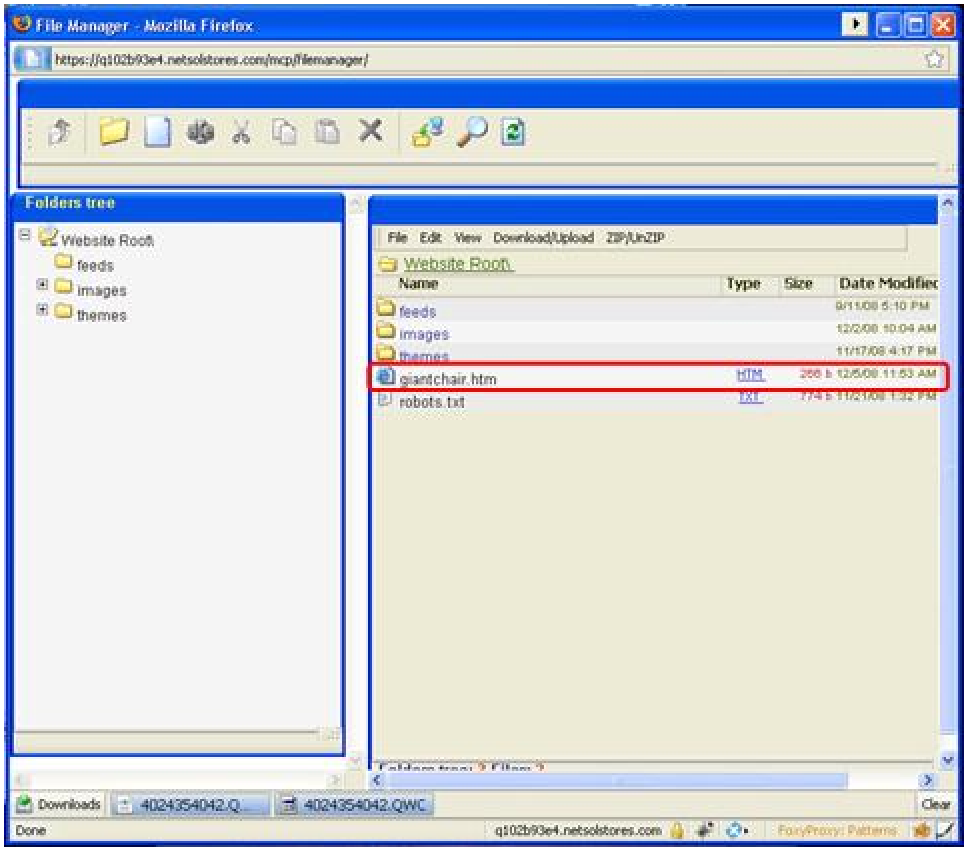


- This will open the file upload popup.



- Click the browse button and navigate to the product images you wish to upload. You may upload more than one image at a time.
- Once you have completed your uploads, the upload manager will display a message telling you the upload was successful.

For Example
If you owned a store whose home page was **www.superchairfun.com** and had a custom html page named **giantchair.htm**, you might place your custom html page in the root, as shown below.

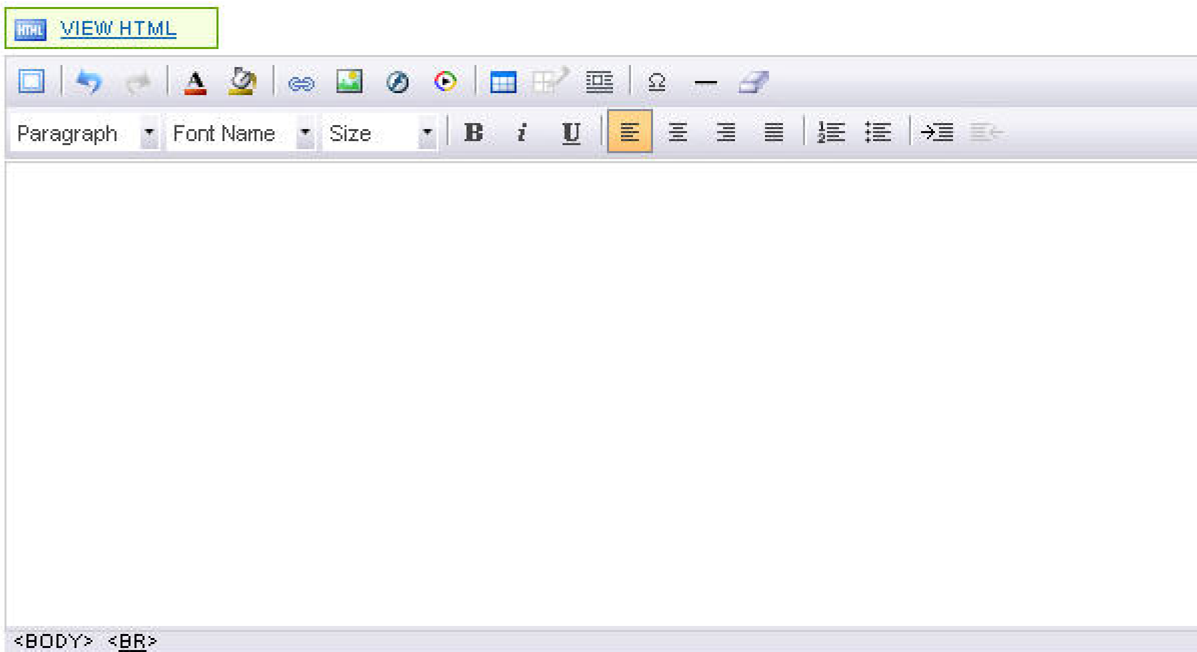


The URL for this custom html page would then be:
www.superchairfun.com/giantchair.htm

You would use this URL for any links that you would create for your customers.

The WYSIWYG Editor

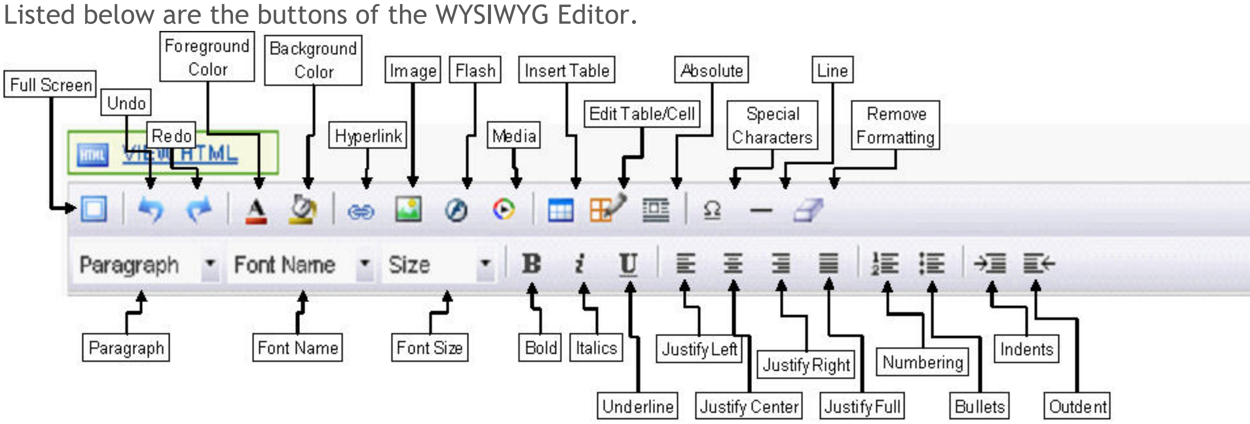
The software utilizes a WYSIWYG (What You See Is What You Get) editor that gives you the ability to enter text, images, charts, and other files in long descriptions and other areas of your store without having to know complex HTML code.
Adding images using the WYSIWYG is covered in depth below.



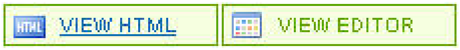
There are several buttons on the WYSIWYG editor. To find out what a button does, hover your mouse pointer over the button and a tooltip will appear explaining the button. The details of each button are explained below.

The WYSIWYG Buttons

Listed below are the buttons of the WYSIWYG Editor.

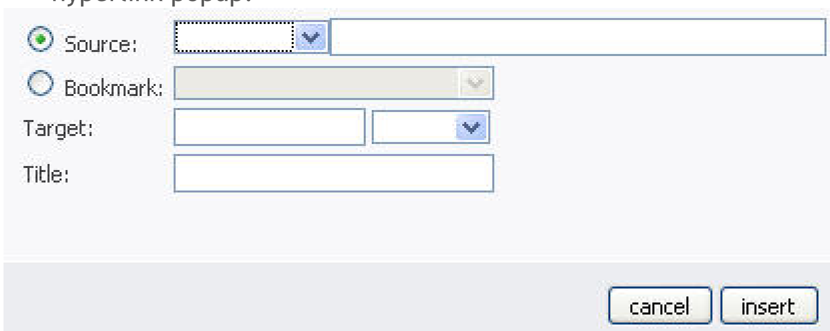


View HTML/View Editor Button

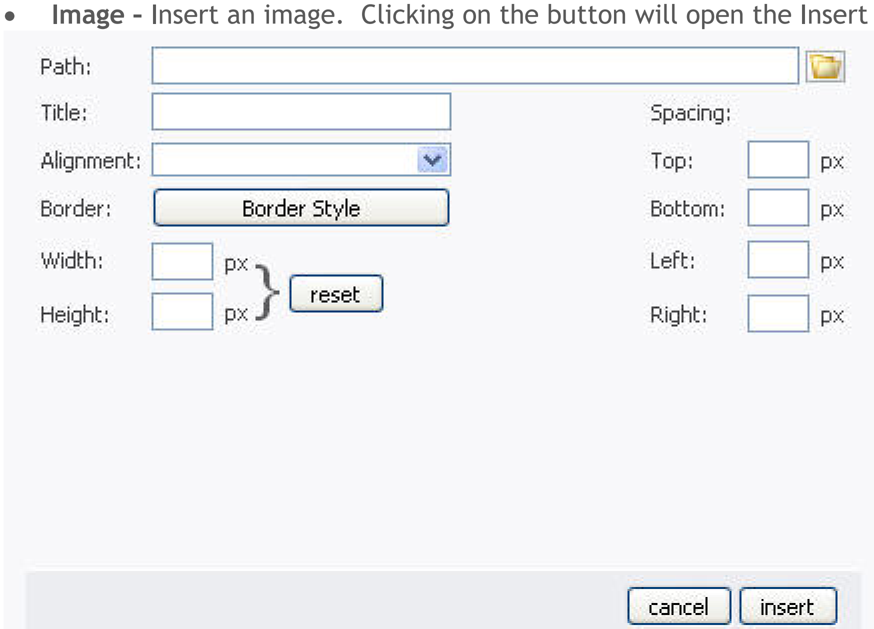


At the top of the WYSIWYG is the View HTML/View Editor button. You can quickly switch between the text editor and the HTML editor by clicking this button.

- **Full Screen -** Opens the WYSIWYG in full screen mode.
- **Undo -** Undo your last action.
- **Redo -** Redo your last action.
- **Foreground Color** – Change the color of the font.
- **Background Color -** Change the background color.
- **Hyperlink -** Insert a hyperlink in your text. Clicking on the button will open the hyperlink popup.

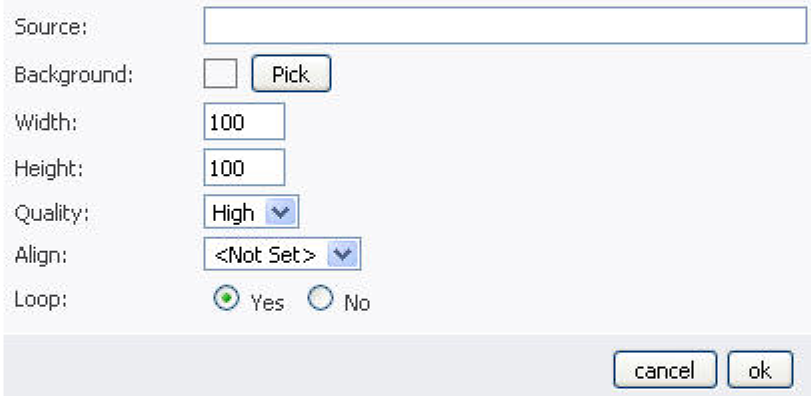


- **Image -** Insert an image. Clicking on the button will open the Insert Image popup.

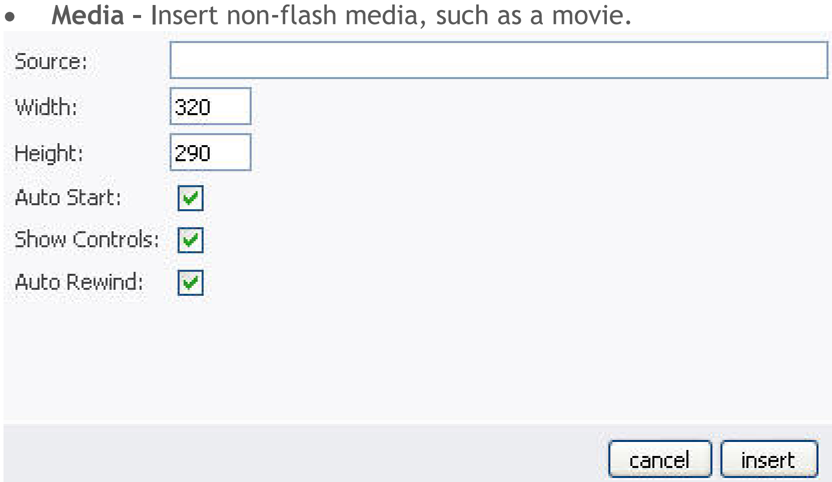


  - **Path -** The URL of the file. This path should be relative and refer to images already uploaded to your site. You can also click the Folder button to be taken to Advanced Image Upload to select images already in your store or located on your computer or network.
  - **Title -** Alternate text that your customers will see when they hover their mouse pointer over your image.
  - **Alignment -** Select where your image is placed.
  - **Border -** Specify the type of border your image uses.

    - **Width & Height -** Specify the width and height of your image.
    - **Spacing -** Specify the spacing around your image.
- **Flash -** Insert a flash movie. Clicking on the button will open the Insert Flash popup.



- **Media -** Insert non-flash media, such as a movie.



- **Insert Table -** Insert a table. Clicking on the button will open a grid on which you can specify how many rows and columns your table will contain.
- **Edit Table/Cell -** Edit the entire table or a selection of cells.
- **Absolute -** Utilize absolute positioning.
- **Special Characters -** Insert a special character.
- **Line -** Insert a horizontal line.
- **Remove Formatting -** Remove the formatting of the selected section.
- **View/Edit Source -** View the source html of the WYSIWYG content.
- **Paragraph -** Change the paragraph style of the selected section.
- **Font Name -** Change the font type of the selected section.
- **Size -** Change the font size of the selected section.
- **Bold -** Make the current selection bold.
- **Italic -** Make the current selection italic.
- **Underline -** Make the current selection underlined.
- **Justify Left -** Justify the current select to the left margin.
- **Justify Center -** Justify the current selection to the center.
- **Justify Right -** Justify the current selection to the right margin.
- **Justify Full -** Justify the current selection to the full width.

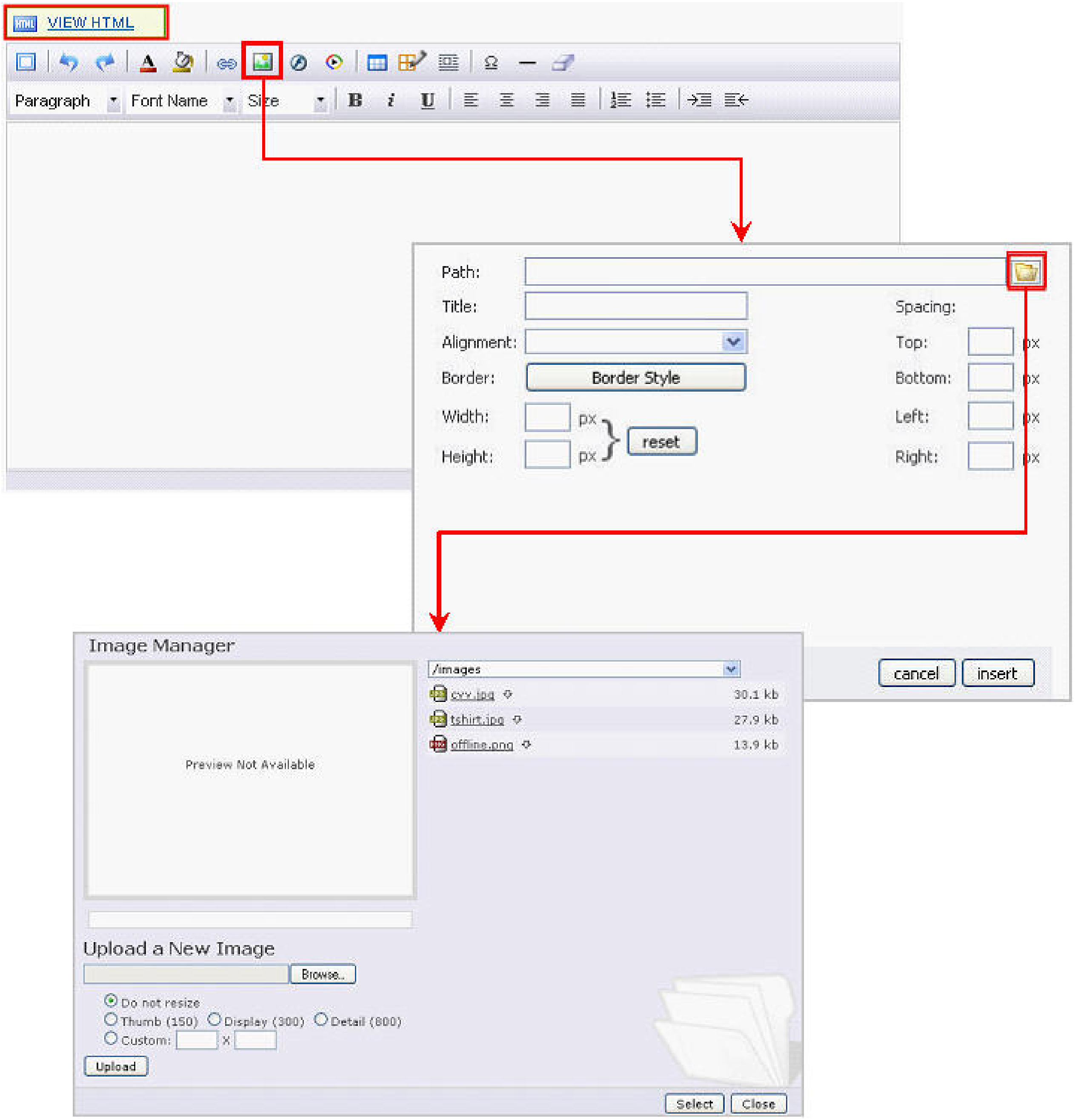
- **Numbering -** Insert a numbered list.
- **Bullets -** Insert a bulleted list.
- **Indent -** Indent the selected section.
- **Outdent -** Outdent the selected section.

Adding Images using the WYSIWIG

The WYSIWIG editor allows you to insert images into your text or html. You can specify the alignment, the border, the pixel spacing around the image, as well as the size of the image itself in the Image Insert popup.

To add an Image using the WYSIWIG

- Click the Image button in the WYSIWYG. This will open the Image Insert Popup box.
- Click the folder icon next to the Path text box. This will open the Image Manager.



- You can navigate to the image if it is currently in your store with the folder drop-down on the right. Or you can upload a new image to use by clicking the **Browse** button and then the **Upload** button to move the new image to a folder list on the right.
- Choose your desired image and click the **Select** button. This will return you to the WYSIWYG editor.
- Navigate to the bottom of the page and click the **Save** or **Save & Return** button to save your WYSIWYG changes.

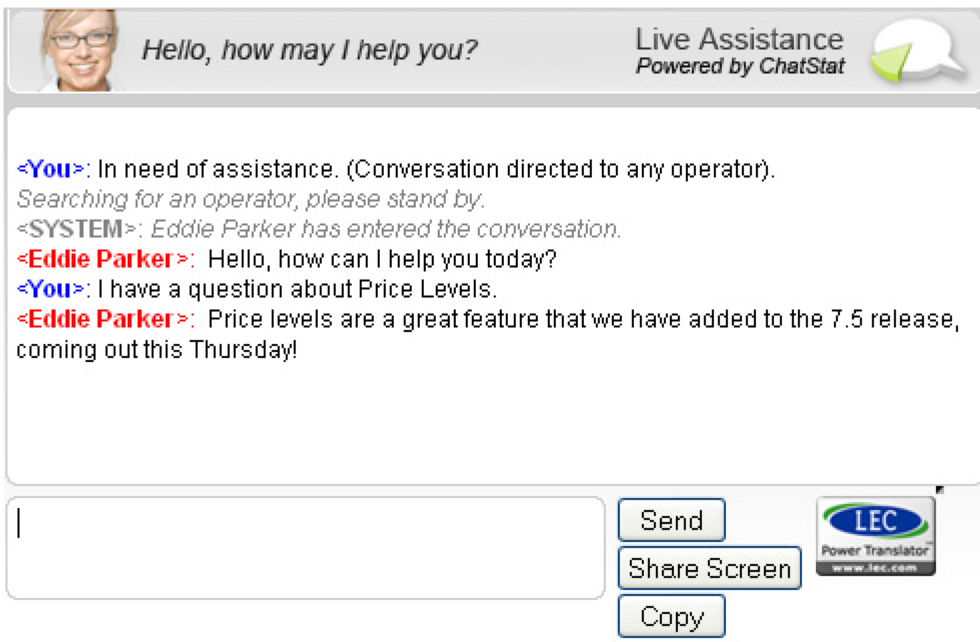
ChatStat

The ChatStat integration with the Network Solutions Ecommerce software comes in two different implementations: ChatStat in the Control Panel to connect directly with the Technical Support staff, and a ChatStat module you can add to your storefront to connect directly with your customers. The Control Panel ChatStat integration is free to use, while the ChatStat module requires that you purchase a ChatStat account. Both are explained below.

Use ChatStat to talk directly with the Support Team

Located on the Help Tab of the Control Panel, the ChatStat module allows you to open a chat dialog directly with the e-commerce support team if a member of the team is online.

To start a chat with the support team, simply click on the ChatStat button.



If there are no members of the support team available online, you can still click the ChatStat button.

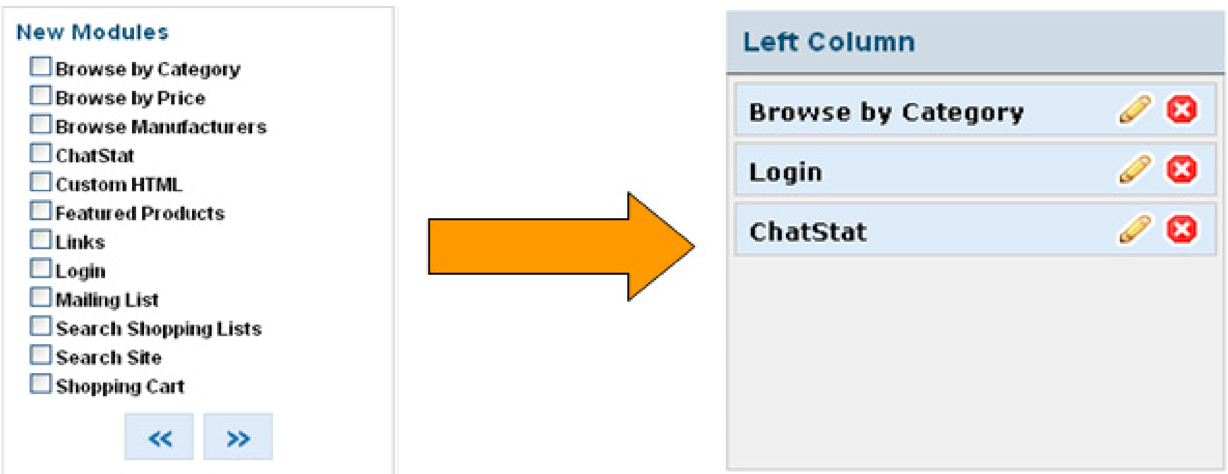
This will open a small popup where you can describe your question or problem and request feedback.

Use ChatStat to speak directly with your customers

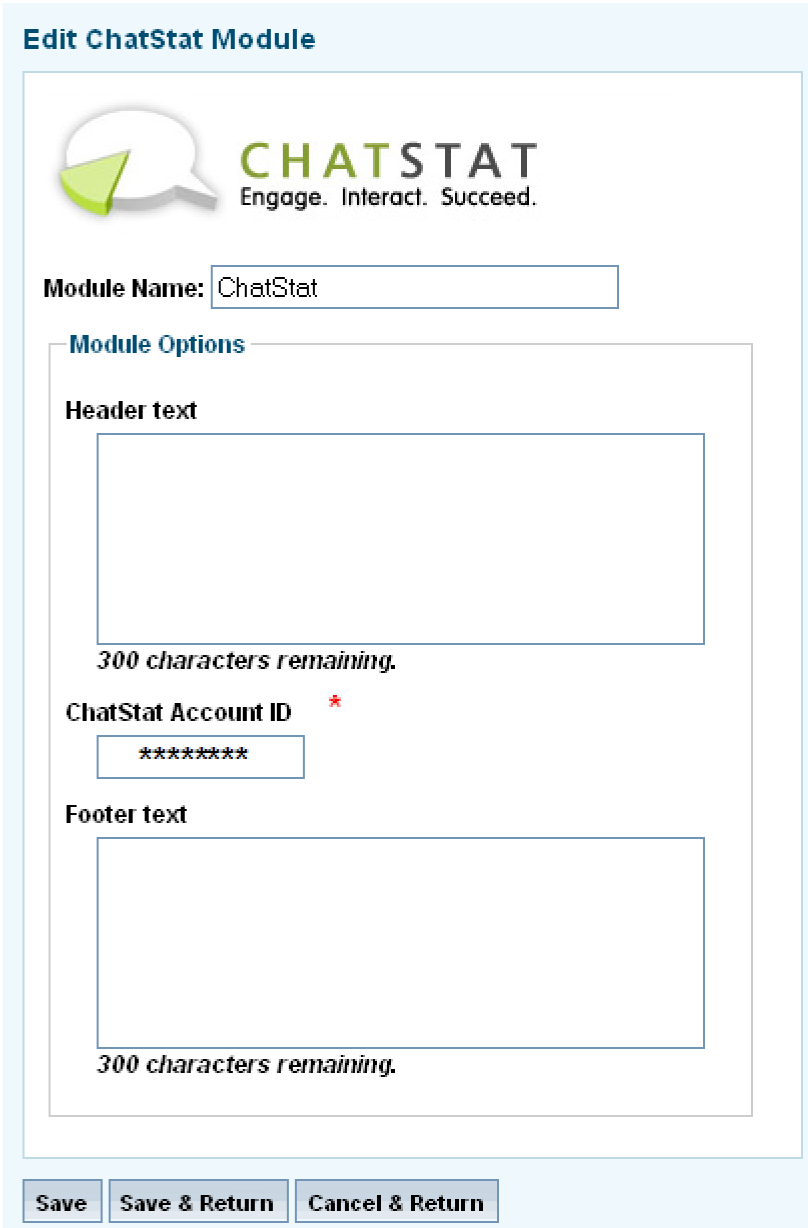
You can use the ChatStat module (Located in Design > Site Design > Columns) to chat directly with customers on your store.
NOTE: For the this feature to work properly, you must download the ChatStat software and purchase a ChatStat account. Once you've purchased your account and received your Customer ID, you can edit the ChatStat module.

To add ChatStat to your storefront

- Go to Design > Site Design > Columns.
- Select the ChatStat module and move it to the desired column.



- Click the Edit button to edit the ChatStat Module.



- Enter your ChatStat Account ID
- Change the module name, and header and footer text to the module if desired.
- Click the **Save**, or **Save & Return** buttons to save your changes.

Help Videos

Here are all of the help videos for the ecommerce software, listed in one place for ease of use. Check back here often as new videos will be added as new features are introduced or enhanced.

Getting Started

- Getting Started with Ecommerce

Inventory

- Adding Product Variations

Operations

- Using the Tax Manager
- Setting up your Shipping options
- Setting up your Payment Methods

Design

- Creating new templates
- Editing your site design
- Modifying your column layout
- Setting up your Pages

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